

Federal Supply Service  
Authorized Federal Supply Schedule Price List  
On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA *Advantage!*®, a menu-driven database system. The INTERNET address for GSA *Advantage!*® is:  
GSAAdvantage.gov.

**AUTHORIZED FEDERAL ACQUISITION SERVICE  
INFORMATION TECHNOLOGY SCHEDULE PRICELIST  
GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY  
EQUIPMENT, SOFTWARE AND SERVICES**



**FASTech, Inc.**  
**14504 Greenview Drive**  
**Suite 420**  
**Laurel, MD 20708**  
**301-931-2001**  
[www.fastechinc.com](http://www.fastechinc.com)

**Small Disadvantaged Business**

Contract Number: GS-35F-0326L

Period Covered by Contract: April 2, 2001 through April 1, 2021

General Services Administration  
Federal Acquisition Service

Pricelist current through Modification #CM-A518, dated April 14, 2016.

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at [fss.gsa.gov](http://fss.gsa.gov).

**SIN 132-8 PURCHASE OF EQUIPMENT****FSC CLASS 7010 - SYSTEM CONFIGURATION**

End User Computers/Desktop Computers  
Professional Workstations  
Servers  
Laptop/Portable/Notebook Computers  
Large Scale Computers  
Optical and Imaging Systems

**FSC CLASS 7025 - INPUT/OUTPUT AND STORAGE DEVICES**

Printers  
Display  
Graphics, including Video Graphics, Light Pens, Digitizers, Scanners, and Touch Screens  
Network Equipment  
Other Communications Equipment  
Storage Devices including Magnetic Storage, Magnetic Tape Storage and Optical Disk Storage  
Other Input/Output and Storage Devices, Not Elsewhere Classified

**FSC CLASS 7035 - ADP SUPPORT EQUIPMENT**

ADP Support Equipment

**FSC Class 7042 - MINI AND MICRO COMPUTER CONTROL DEVICES**

Microcomputer Control Devices

**FSC CLASS 7050 - ADP COMPONENTS**

ADP Boards

Following are offered under Special Item Number 132-8.

- Installation (FPDS Code N070) for Equipment Offered
- Deinstallation (FPDS N070)
- Reinstallation (FPDS N070)

**SIN 132-12 MAINTENANCE OF EQUIPMENT, REPAIR SERVICE,  
AND REPAIR PARTS/SPARE PARTS**

FPDS Code J070 Maintenance and Repair Service (FSC Class for Repair Parts/Spare Parts - See FSC Class under Special Item Number 132-8)

- Maintenance
- Repair Service
- Repair Parts/Spare Parts

**SIN 132-51 - INFORMATION TECHNOLOGY (IT) PROFESSIONAL SERVICES**

FPDS Code D301	IT Facility Operation and Maintenance
FPDS Code D302	IT Systems Development Services
FPDS Code D306	IT Systems Analysis Services
FPDS Code D307	Automated Information Systems Design and Integration Services
FPDS Code D308	Programming Services
FPDS Code D316	IT Network Management Services

Note: All non-professional labor categories must be incidental to and used solely to support hardware, software and/or professional services, and cannot be purchased separately.

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## **INFORMATION FOR ORDERING ACTIVITIES APPLICABLE TO ALL SPECIAL ITEM NUMBERS**

### **SPECIAL NOTICE TO AGENCIES: Small Business Participation**

SBA strongly supports the participation of small business concerns in the Federal Supply Schedules Program. To enhance Small Business Participation SBA policy allows agencies to include in their procurement base and goals, the dollar value of orders expected to be placed against the Federal Supply Schedules, and to report accomplishments against these goals.

For orders exceeding the micropurchase threshold, FAR 8.404 requires agencies to consider the catalogs/pricelists of at least three schedule contractors or consider reasonably available information by using the GSA Advantage!™ on-line shopping service ([www.fss.gsa.gov](http://www.fss.gsa.gov)). The catalogs/pricelists, GSA Advantage!™ and the Federal Supply Service Home Page ([www.fss.gsa.gov](http://www.fss.gsa.gov)) contain information on a broad array of products and services offered by small business concerns.

This information should be used as a tool to assist ordering activities in meeting or exceeding established small business goals. It should also be used as a tool to assist in including small, small disadvantaged, and women-owned small businesses among those considered when selecting pricelists for a best value determination.

For orders exceeding the micropurchase threshold, customers are to give preference to small business concerns when two or more items at the same delivered price will satisfy their requirement.

### **1. Geographic Scope of Contract:**

*Domestic delivery* is delivery within the 48 contiguous states, Alaska, Hawaii, Puerto Rico, Washington, DC, and U.S. Territories. Domestic delivery also includes a port or consolidation point, within the aforementioned areas, for orders received from overseas activities.

*Overseas delivery* is delivery to points outside of the 48 contiguous states, Washington, DC, Alaska, Hawaii, Puerto Rico, and U.S. Territories.

Offerors are requested to check one of the following boxes:

☐ The Geographic Scope of Contract will be domestic and overseas delivery.

☐ The Geographic Scope of Contract will be overseas delivery only.

☒ The Geographic Scope of Contract will be domestic delivery only.

For Special Item Number 132-53 Wireless Services ONLY, if awarded, list the limited geographic coverage area:

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### **2. Contractor's Ordering Address and Payment Information:**

FASTech, Inc.  
14504 Greenview Drive Suite 420  
Laurel, MD 20708

Contractors are required to accept credit cards for payments equal to or less than the micro-purchase threshold for oral or written delivery orders. Credit cards will be acceptable for payment above the micropurchase threshold. In addition, bank account information for wire transfer payments will be shown on the invoice.

The following telephone number(s) can be used by ordering activities to obtain technical and/or ordering

assistance:

301-931-2001

### 3. **LIABILITY FOR INJURY OR DAMAGE**

The Contractor shall not be liable for any injury to ordering activity personnel or damage to ordering activity property arising from the use of equipment maintained by the Contractor, unless such injury or damage is due to the fault or negligence of the Contractor.

### 4. **Statistical Data for Government Ordering Office Completion of Standard Form 279:**

Block 9: G. Order/Modification Under Federal Schedule

Block 16: Data Universal Numbering System (DUNS) Number: 626482061

Block 30: Type of Contractor – Small Disadvantaged Business

Block 31: Woman-Owned Small Business - No

Block 36: Contractor's Taxpayer Identification Number (TIN): 52-1795408

4a. CAGE Code: 083L1

4b. Contractor has registered with the Central Contractor Registration Database.

### 5. **FOB Destination**

### 6. **DELIVERY SCHEDULE**

a. **TIME OF DELIVERY:** The Contractor shall deliver to destination within the number of calendar days after receipt of order (ARO), as set forth below:

SPECIAL ITEM NUMBER	DELIVERY TIME (Days ARO)
132-8	30 Days
132-12	30 Days
132-51	To be negotiated between FASTech, Inc and the ordering agency

b. **URGENT REQUIREMENTS:** When the Federal Supply Schedule contract delivery period does not meet the bona fide urgent delivery requirements of an ordering activity, ordering activities are encouraged, if time permits, to contact the Contractor for the purpose of obtaining accelerated delivery. The Contractor shall reply to the inquiry within 3 workdays after receipt. (Telephonic replies shall be confirmed by the Contractor in writing.) If the Contractor offers an accelerated delivery time acceptable to the ordering activity, any order(s) placed pursuant to the agreed upon accelerated delivery time frame shall be delivered within this shorter delivery time and in accordance with all other terms and conditions of the contract.

### 7. **Discounts:** Prices shown are NET Prices; Basic Discounts have been deducted.

- a. Prompt Payment: None
- b. Quantity: None
- c. Dollar Volume: None
- d. Government Educational Institutions: Government Educational Institutions are offered the same discounts as all other Government customers

### 8. **Trade Agreements Act of 1979, as amended:**

All items are U.S. made end products, designated country end products, Caribbean Basin country end products, Canadian end products, or Mexican end products as defined in the Trade Agreements Act of 1979, as amended.

### 9. **Statement Concerning Availability of Export Packing:** None.

### 10. **Small Requirements:** The minimum dollar value of orders to be issued is \$500.

**11. Maximum Order (All dollar amounts are exclusive of any discount for prompt payment.)**

- a. The Maximum Order value for the following Special Item Numbers (SINs) is \$500,000:

Special Item Number 132-8 - Purchase of Equipment

Special Item Number 132-12 - Maintenance of Equipment, Repair Service, and Repair Parts/Spare Parts

Special Item Number 132-51 - Information Technology (IT) Professional Services

**12. ORDERING PROCEEDURES FOR FEDERAL SUPPLY SCHEDULE CONTRACTS**

Ordering activities shall use the ordering procedures of Federal Acquisition Regulation (FAR) 8.405 when placing an order or establishing a BPA for supplies or services. These procedures apply to all schedules.

- a. FAR 8.405-1 Ordering procedures for supplies, and services not requiring a statement of work.
- b. FAR 8.405-2 Ordering procedures for services requiring a statement of work.

**13. FEDERAL INFORMATION TECHNOLOGY/TELECOMMUNICATION STANDARDS**

**REQUIREMENTS:** ordering activities acquiring products from this Schedule must comply with the provisions of the Federal Standards Program, as appropriate (reference: NIST Federal Standards Index). Inquiries to determine whether or not specific products listed herein comply with Federal Information Processing Standards (FIPS) or Federal Telecommunication Standards (FED-STDS), which are cited by ordering activities, shall be responded to promptly by the Contractor.

**13.1 FEDERAL INFORMATION PROCESSING STANDARDS PUBLICATIONS (FIPS**

**PUBS):** Information Technology products under this Schedule that do not conform to Federal Information Processing Standards (FIPS) should not be acquired unless a waiver has been granted in accordance with the applicable "FIPS Publication." Federal Information Processing Standards Publications (FIPS PUBS) are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Information concerning their availability and applicability should be obtained from the National Technical Information Service (NTIS), 5285 Port Royal Road, Springfield, Virginia 22161. FIPS PUBS include voluntary standards when these are adopted for Federal use. Individual orders for FIPS PUBS should be referred to the NTIS Sales Office, and orders for subscription service should be referred to the NTIS Subscription Officer, both at the above address, or telephone number (703) 487-4650.

**13.2 FEDERAL TELECOMMUNICATION STANDARDS (FED-STDS):** Telecommunication products under this Schedule that do not conform to Federal Telecommunication Standards (FED-STDS) should not be acquired unless a waiver has been granted in accordance with the applicable "FED-STD." Federal Telecommunication Standards are issued by the U.S. Department of Commerce, National Institute of Standards and Technology (NIST), pursuant to National Security Act. Ordering information and information concerning the availability of FED-STDS should be obtained from the GSA, Federal Supply Service, Specification Section, 470 East L'Enfant Plaza, Suite 8100, SW, Washington, DC 20407, telephone number (202)619-8925. Please include a self-addressed mailing label when requesting information by mail. Information concerning their applicability can be obtained by writing or calling the U.S. Department of Commerce, National Institute of Standards and Technology, Gaithersburg, MD 20899, telephone number (301)975-2833.

**14. CONTRACTOR TASKS / SPECIAL REQUIREMENTS (C-FSS-370) (NOV 2001)**

- (a) Security Clearances: The Contractor may be required to obtain/possess varying levels of security clearances in the performance of orders issued under this contract. All costs associated with obtaining/possessing such security clearances should be factored into the price offered under the Multiple Award Schedule.

- (b) **Travel:** The Contractor may be required to travel in performance of orders issued under this contract. Allowable travel and per diem charges are governed by Pub .L. 99-234 and FAR Part 31, and are reimbursable by the ordering agency or can be priced as a fixed price item on orders placed under the Multiple Award Schedule. The Industrial Funding Fee does NOT apply to travel and per diem charges.

NOTE: Refer to FAR Part 31.205-46 Travel Costs, for allowable costs that pertain to official company business travel in regards to this contract.

- (c) **Certifications, Licenses and Accreditations:** As a commercial practice, the Contractor may be required to obtain/possess any variety of certifications, licenses and accreditations for specific FSC/service code classifications offered. All costs associated with obtaining/ possessing such certifications, licenses and accreditations should be factored into the price offered under the Multiple Award Schedule program.
- (d) **Insurance:** As a commercial practice, the Contractor may be required to obtain/possess insurance coverage for specific FSC/service code classifications offered. All costs associated with obtaining/possessing such insurance should be factored into the price offered under the Multiple Award Schedule program.
- (e) **Personnel:** The Contractor may be required to provide key personnel, resumes or skill category descriptions in the performance of orders issued under this contract. Ordering activities may require agency approval of additions or replacements to key personnel.
- (f) **Organizational Conflicts of Interest:** Where there may be an organizational conflict of interest as determined by the ordering agency, the Contractor's participation in such order may be restricted in accordance with FAR Part 9.5.
- (g) **Documentation/Standards:** The Contractor may be requested to provide products or services in accordance with rules, regulations, OMB orders, standards and documentation as specified by the agency's order.
- (h) **Data/Deliverable Requirements:** Any required data/deliverables at the ordering level will be as specified or negotiated in the agency's order.
- (i) **Government-Furnished Property:** As specified by the agency's order, the Government may provide property, equipment, materials or resources as necessary.
- (j) **Availability of Funds:** Many Government agencies' operating funds are appropriated for a specific fiscal year. Funds may not be presently available for any orders placed under the contract or any option year. The Government's obligation on orders placed under this contract is contingent upon the availability of appropriated funds from which payment for ordering purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are available to the ordering Contracting Officer.

**15. CONTRACT ADMINISTRATION FOR ORDERING ACTIVITIES:** Any ordering activity, with respect to any one or more delivery orders placed by it under this contract, may exercise the same rights of termination as might the GSA Contracting Officer under provisions of FAR 52.212-4, paragraphs (l) Termination for the ordering activity's convenience, and (m) Termination for Cause (See C.1.)

#### **16. GSA Advantage!**

GSA Advantage! is an on-line, interactive electronic information and ordering system that provides on-line access to vendors' schedule prices with ordering information. GSA Advantage! will allow the user to perform various searches across all contracts including, but not limited to:

- (1) Manufacturer;
- (2) Manufacturer's Part Number; and
- (3) Product categories.



Agencies can browse GSA Advantage! by accessing the Internet World Wide Web utilizing a browser (ex.: NetScape). The Internet address is <http://www.gsadvantage.gov>

## **17. PURCHASE OF OPEN MARKET ITEMS**

NOTE: Open Market Items are also known as incidental items, noncontract items, non-Schedule items, and items not on a Federal Supply Schedule contract. ODCs (Other Direct Costs) are not part of this contract and should be treated as open market purchases. Ordering Activities procuring open market items must follow FAR 8.402(f).

For administrative convenience, an ordering activity contracting officer may add items not on the Federal Supply Multiple Award Schedule (MAS) -- referred to as open market items -- to a Federal Supply Schedule blanket purchase agreement (BPA) or an individual task or delivery order, **only if-**

- (1) All applicable acquisition regulations pertaining to the purchase of the items not on the Federal Supply Schedule have been followed (e.g., publicizing (Part 5), competition requirements (Part 6), acquisition of commercial items (Part 12), contracting methods (Parts 13, 14, and 15), and small business programs (Part 19));
- (2) The ordering activity contracting officer has determined the price for the items not on the Federal Supply Schedule is fair and reasonable;
- (3) The items are clearly labeled on the order as items not on the Federal Supply Schedule; and
- (4) All clauses applicable to items not on the Federal Supply Schedule are included in the order.

## **18. CONTRACTOR COMMITMENTS, WARRANTIES AND REPRESENTATIONS**

a. For the purpose of this contract, commitments, warranties and representations include, in addition to those agreed to for the entire schedule contract:

- (1) Time of delivery/installation quotations for individual orders;
- (2) Technical representations and/or warranties of products concerning performance, total system performance and/or configuration, physical, design and/or functional characteristics and capabilities of a product/equipment/ service/software package submitted in response to requirements which result in orders under this schedule contract.
- (3) Any representations and/or warranties concerning the products made in any literature, description, drawings and/or specifications furnished by the Contractor.

b. The above is not intended to encompass items not currently covered by the GSA Schedule contract.

## **19. OVERSEAS ACTIVITIES**

The terms and conditions of this contract shall apply to all orders for installation, maintenance and repair of equipment in areas listed in the pricelist outside the 48 contiguous states and the District of Columbia, except as indicated below:

Overseas activities shall be addressed individually per task order.

Upon request of the Contractor, the ordering activity may provide the Contractor with logistics support, as

available, in accordance with all applicable ordering activity regulations. Such ordering activity support will be provided on a reimbursable basis, and will only be provided to the Contractor's technical personnel whose services are exclusively required for the fulfillment of the terms and conditions of this contract.

## **20. BLANKET PURCHASE AGREEMENTS (BPAs)**

The use of BPAs under any schedule contract to fill repetitive needs for supplies or services is allowable. BPAs may be established with one or more schedule contractors. The number of BPAs to be established is within the discretion of the ordering activity establishing the BPA and should be based on a strategy that is expected to maximize the effectiveness of the BPA(s). Ordering activities shall follow FAR 8.405-3 when creating and implementing BPA(s).

## **21. CONTRACTOR TEAM ARRANGEMENTS**

Contractors participating in contractor team arrangements must abide by all terms and conditions of their respective contracts. This includes compliance with Clauses 552.238-74, Industrial Funding Fee and Sales Reporting, i.e., each contractor (team member) must report sales and remit the IFF for all products and services provided under its individual contract.

## **22. INSTALLATION, DEINSTALLATION, REINSTALLATION**

The Davis-Bacon Act (40 U.S.C. 276a-276a-7) provides that contracts in excess of \$2,000 to which the United States or the District of Columbia is a party for construction, alteration, or repair (including painting and decorating) of public buildings or public works with the United States, shall contain a clause that no laborer or mechanic employed directly upon the site of the work shall receive less than the prevailing wage rates as determined by the Secretary of Labor. The requirements of the Davis-Bacon Act do not apply if the construction work is incidental to the furnishing of supplies, equipment, or services. For example, the requirements do not apply to simple installation or alteration of a public building or public work that is incidental to furnishing supplies or equipment under a supply contract. However, if the construction, alteration or repair is segregable and exceeds \$2,000, then the requirements of the Davis-Bacon Act applies.

The ordering activity issuing the task order against this contract will be responsible for proper administration and enforcement of the Federal labor standards covered by the Davis-Bacon Act. The proper Davis-Bacon wage determination will be issued by the ordering activity at the time a request for quotations is made for applicable construction classified installation, deinstallation, and reinstallation services under SIN 132-8.

## **23. SECTION 508 COMPLIANCE.**

If applicable, Section 508 compliance information on the supplies and services in this contract are available in Electronic and Information Technology (EIT) at the following:

The EIT standard can be found at: [www.Section508.gov/](http://www.Section508.gov/).

## **24. PRIME CONTRACTOR ORDERING FROM FEDERAL SUPPLY SCHEDULES.**

Prime Contractors (on cost reimbursement contracts) placing orders under Federal Supply Schedules, on behalf of an ordering activity, shall follow the terms of the applicable schedule and authorization and include with each order –

(a) A copy of the authorization from the ordering activity with whom the contractor has the prime contract (unless a copy was previously furnished to the Federal Supply Schedule contractor); and

- (b) The following statement:  
This order is placed under written authorization from \_\_\_\_\_ dated \_\_\_\_\_. In the event of any inconsistency between the terms and conditions of this order and those of your Federal Supply Schedule contract, the latter will govern.

**25. INSURANCE—WORK ON A GOVERNMENT INSTALLATION (JAN 1997)(FAR 52.228-5)**

- (a) The Contractor shall, at its own expense, provide and maintain during the entire performance of this contract, at least the kinds and minimum amounts of insurance required in the Schedule or elsewhere in the contract.
- (b) Before commencing work under this contract, the Contractor shall notify the Contracting Officer in writing that the required insurance has been obtained. The policies evidencing required insurance shall contain an endorsement to the effect that any cancellation or any material change adversely affecting the Government's interest shall not be effective—
- (1) For such period as the laws of the State in which this contract is to be performed prescribe; or
  - (2) Until 30 days after the insurer or the Contractor gives written notice to the Contracting Officer, whichever period is longer.
- (c) The Contractor shall insert the substance of this clause, including this paragraph (c), in subcontracts under this contract that require work on a Government installation and shall require subcontractors to provide and maintain the insurance required in the Schedule or elsewhere in the contract. The Contractor shall maintain a copy of all subcontractors' proofs of required insurance, and shall make copies available to the Contracting Officer upon request.

**26. SOFTWARE INTEROPERABILITY.**

Offerors are encouraged to identify within their software items any component interfaces that support open standard interoperability. An item's interface may be identified as interoperable on the basis of participation in a Government agency-sponsored program or in an independent organization program. Interfaces may be identified by reference to an interface registered in the component registry located at <http://www.core.gov>.

**27. ADVANCE PAYMENTS**

A payment under this contract to provide a service or deliver an article for the United States Government may not be more than the value of the service already provided or the article already delivered. Advance or pre-payment is not authorized or allowed under this contract. (31 U.S.C. 3324)

**TERMS AND CONDITIONS APPLICABLE TO PURCHASE OF GENERAL PURPOSE  
COMMERCIAL INFORMATION TECHNOLOGY EQUIPMENT  
(SPECIAL ITEM NUMBER 132-8)**

**1. MATERIAL AND WORKMANSHIP**

All equipment furnished hereunder must satisfactorily perform the function for which it is intended.

**2. ORDER**

Written orders, EDI orders (GSA Advantage! and FACNET), credit card orders, and orders placed under blanket purchase agreements (BPA) agreements shall be the basis for purchase in accordance with the provisions of this contract. If time of delivery extends beyond the expiration date of the contract, the Contractor will be obligated to meet the delivery and installation date specified in the original order.

For credit card orders and BPAs, telephone orders are permissible.

**3. TRANSPORTATION OF EQUIPMENT**

FOB DESTINATION. Prices cover equipment delivery to destination, for any location within the geographic scope of this contract.

**4. INSTALLATION AND TECHNICAL SERVICES**

a. **INSTALLATION.** When the equipment provided under this contract is not normally self-installable, the Contractor's technical personnel shall be available to the ordering activity, at the ordering activity's location, to install the equipment and to train ordering activity personnel in the use and maintenance of the equipment. The charges, if any, for such services are listed below, or in the price schedule:

Commercial Practices	<p style="text-align: center;">\$85.00 per hr</p> <p style="text-align: center;">This fee applies for installation, de-installation, and reinstallation</p>
Government Services	<p style="text-align: center;">\$65.00 per hr</p> <p style="text-align: center;">This fee applies for any kinds of contractor's technical support including training</p>

b. **INSTALLATION, DEINSTALLATION, REINSTALLATION.** The Davis-Bacon Act (40 U.S.C. 276a-276a-7) provides that contracts in excess of \$2,000 to which the United States or the District of Columbia is a party for construction, alteration, or repair (including painting and decorating) of public buildings or public works with the United States, shall contain a clause that no laborer or mechanic employed directly upon the site of the work shall receive less than the prevailing wage rates as determined by the Secretary of Labor. The requirements of the Davis-Bacon Act do not apply if the construction work is incidental to the furnishing of supplies, equipment, or services. For example, the requirements do not apply to simple installation or alteration of a public building or public work that is incidental to furnishing supplies or equipment under a supply contract. However, if the construction, alteration or repair is segregable and exceeds \$2,000, then the requirements of the Davis-Bacon Act applies.

The ordering activity issuing the task order against this contract will be responsible for proper

administration and enforcement of the Federal labor standards covered by the Davis-Bacon Act. The proper Davis-Bacon wage determination will be issued by the ordering activity at the time a request for quotations is made for applicable construction classified installation, deinstallation, and reinstallation services under SIN 132-8.

c. **OPERATING AND MAINTENANCE MANUALS.** The Contractor shall furnish the ordering activity with one (1) copy of all operating and maintenance manuals which are normally provided with the equipment being purchased.

#### 5. **INSPECTION/ACCEPTANCE**

The Contractor shall only tender for acceptance those items that conform to the requirements of this contract. The ordering activity reserves the right to inspect or test any equipment that has been tendered for acceptance. The ordering activity may require repair or replacement of nonconforming equipment at no increase in contract price. The ordering activity must exercise its post acceptance rights (1) within a reasonable time after the defect was discovered or should have been discovered; and (2) before any substantial change occurs in the condition of the item, unless the change is due to the defect in the item.

#### 6. **WARRANTY**

a. Unless specified otherwise in this contract, the Contractor's standard commercial warranty as stated in the contract's commercial pricelist will apply to this contract.

b. The Contractor warrants and implies that the items delivered hereunder are merchantable and fit for use for the particular purpose described in this contract.

c. **Limitation of Liability.** Except as otherwise provided by an express or implied warranty, the Contractor will not be liable to the ordering activity for consequential damages resulting from any defect or deficiencies in accepted items.

d. If inspection and repair of defective equipment under this warranty will be performed at the Contractor's plant, the address is as follows:

FASTech, Inc.  
14504 Greenview Drive, Suite 420  
Laurel, MD 20708

#### 7. **PURCHASE PRICE FOR ORDERED EQUIPMENT**

The purchase price that the ordering activity will be charged will be the ordering activity purchase price in effect at the time of order placement, or the ordering activity purchase price in effect on the installation date (or delivery date when installation is not applicable), whichever is less.

#### 8. **RESPONSIBILITIES OF THE CONTRACTOR**

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City or otherwise) covering work of this character, and shall include all costs, if any, of such compliance in the prices quoted in this offer.

#### 9. **TRADE-IN OF INFORMATION TECHNOLOGY EQUIPMENT**

When an ordering activity determines that Information Technology equipment will be replaced, the ordering activity shall follow the contracting policies and procedures in the Federal Acquisition Regulation (FAR), the policies and procedures regarding disposition of information technology excess personal

property in the Federal Property Management Regulations (FPMR) (41 CFR 101-43.6), and the policies and procedures on exchange/sale contained in the FPMR (41 CFR part 101-46).

**TERMS AND CONDITIONS APPLICABLE TO MAINTENANCE, REPAIR SERVICE AND  
REPAIR PARTS/SPARE PARTS FOR GOVERNMENT-OWNED GENERAL PURPOSE  
COMMERCIAL INFORMATION TECHNOLOGY EQUIPMENT (AFTER EXPIRATION OF  
GUARANTEE/WARRANTY PROVISIONS AND/OR WHEN REQUIRED SERVICE IS NOT  
COVERED BY GUARANTEE/WARRANTY PROVISIONS) AND FOR LEASED EQUIPMENT  
(SPECIAL ITEM NUMBER 132-12)**

1. SERVICE AREAS

a. The maintenance and repair service rates listed herein are applicable to any ordering activity location within a **THIRTY (30)** mile radius of the Contractor's service points. If any additional charge is to apply because of the greater distance from the Contractor's service locations, the mileage rate or other distance factor shall be stated in paragraphs 8.d and 9.d of this Special Item Number 132-12.

b. When repair services cannot be performed at the ordering activity installation site, the repair services will be performed at the Contractor's plant(s) listed below:

14504 Greenview Drive, Suite 420 Laurel, MD 20708

2. MAINTENANCE ORDER

a. Agencies may use written orders, EDI orders, credit card orders, or BPAs, for ordering maintenance under this contract. The Contractor shall confirm orders within fifteen (15) calendar days from the date of receipt, except that confirmation of orders shall be considered automatic for renewals for maintenance (Special Item Number 132-12). Automatic acceptance of order renewals for maintenance service shall apply for machines which may have been discontinued from use for temporary periods of time not longer than 120 calendar days. If the order is not confirmed by the Contractor as prescribed by this paragraph, the order shall be considered to be confirmed by the Contractor.

b. The Contractor shall honor orders for maintenance for the duration of the contract period or a lessor period of time, for the equipment shown in the pricelist. Maintenance service shall commence on a mutually agreed upon date, which will be written into the maintenance order. Maintenance orders shall not be made effective before the expiration of any applicable maintenance and parts guarantee/warranty period associated with the purchase of equipment. Orders for maintenance service shall not extend beyond the end of the contract period.

c. Maintenance may be discontinued by the ordering activity on thirty (30) calendar days written notice, or shorter notice when agreed to by the Contractor; such notice to become effective thirty (30) calendar days from the date on the notification. However, the ordering activity may extend the original discontinuance date upon written notice to the Contractor, provided that such notice is furnished at least ten (10) calendar days prior to the original discontinuance date.

d. Annual Funding. When annually appropriated funds are cited on a maintenance order, the period of maintenance shall automatically expire on September 30th of the contract period, or at the end of the contract period, whichever occurs first. Renewal of a maintenance order citing the new appropriation shall be required, if maintenance is to continue during any remainder of the contract period.

e. Cross-year Funding Within Contract Period. Where an ordering activity's specific appropriation authority provides for funds in excess of a 12 month, fiscal year period, the ordering activity may place an order under this schedule contract for a period up to the expiration of the contract period, notwithstanding the intervening fiscal years.

f. Ordering activities should notify the Contractor in writing thirty (30) calendar days prior to the expiration of maintenance service, if maintenance is to be terminated at that time. Orders for continued maintenance will be required if maintenance is to be continued during the subsequent period.

### 3. REPAIR SERVICE AND REPAIR PARTS/SPARE PARTS ORDERS

a. Agencies may use written orders, EDI orders, credit card orders, blanket purchase agreements (BPAs), or small order procedures for ordering repair service and/or repair parts/spare parts under this contract. Orders for repair service shall not extend beyond the end of the contract period.

b. When repair service is ordered, only one chargeable repairman shall be dispatched to perform repair service, unless the ordering activity agrees, in advance, that additional repair personnel are required to effect repairs.

### 4. LOSS OR DAMAGE

When the Contractor removes equipment to his establishment for repairs, the Contractor shall be responsible for any damage or loss, from the time the equipment is removed from the ordering activity installation, until the equipment is returned to such installation.

### 5. SCOPE

a. The Contractor shall provide maintenance for all equipment listed herein, as requested by the ordering activity during the contract term. Repair service and repair parts/spare parts shall apply exclusively to the equipment types/models within the scope of this Information Technology Schedule.

b. Equipment placed under maintenance service shall be in good operating condition.

(1) In order to determine that the equipment is in good operating condition, the equipment shall be subject to inspection by the Contractor, without charge to the ordering activity.

(2) Costs of any repairs performed for the purpose of placing the equipment in good operating condition shall be borne by the Contractor, if the equipment was under the Contractor's guarantee/warranty or maintenance responsibility prior to the effective date of the maintenance order.

(3) If the equipment was not under the Contractor's responsibility, the costs necessary to place the equipment in proper operating condition are to be borne by the ordering activity, in accordance with the provisions of Special Item Number 132-12 (or outside the scope of this contract).

### 6. RESPONSIBILITIES OF THE ORDERING ACTIVITY

a. Ordering activity personnel shall not perform maintenance or attempt repairs to equipment while such equipment is under the purview of a maintenance order, unless agreed to by the Contractor.

b. Subject to security regulations, the ordering activity shall permit access to the equipment which is to be maintained or repaired.

### 7. RESPONSIBILITIES OF THE CONTRACTOR

For equipment not covered by a maintenance contract or warranty, the Contractor's repair service personnel shall complete repairs as soon as possible after notification by the ordering activity that service is required. Within the service areas, this repair service should normally be done within 4 hours after notification.



## 8. MAINTENANCE RATE PROVISIONS

a. The Contractor shall bear all costs of maintenance, including labor, parts, and such other expenses as are necessary to keep the equipment in good operating condition, provided that the required repairs are not occasioned by fault or negligence of the ordering activity.

### b. REGULAR HOURS

The basic monthly rate for each make and model of equipment shall entitle the ordering activity to maintenance service during a mutually agreed upon nine (9) hour principal period of maintenance, Monday through Friday, exclusive of holidays observed at the ordering activity location.

### c. AFTER HOURS

Should the ordering activity require that maintenance be performed outside of Regular Hours, charges for such maintenance, if any, will be specified in the pricelist. Periods of less than one hour will be prorated to the nearest quarter hour.

### d. TRAVEL AND TRANSPORTATION

If any charge is to apply, over and above the regular maintenance rates, because of the distance between the ordering activity location and the Contractor's service area, the charge will be:

In accordance with DFARS regulations.

### e. QUANTITY DISCOUNTS

Quantity discounts from listed maintenance service rates for multiple equipment owned and/or leased by a ordering activity are indicated below:

Quantity Range	Discounts
N/A	0%

## 9. REPAIR SERVICE RATE PROVISIONS

a. **CHARGES.** Charges for repair service will include the labor charge, computed at the rates set forth below, for the time during which repairmen are actually engaged in work, and, when applicable, the charge for travel or transportation.

b. **MULTIPLE MACHINES.** When repairs are ordered by a ordering activity on two or more machines located in one or more buildings within walking distance of each other, the charges will be computed from the time the repairman commences work on the first machine, until the work is completed on the last machine. The time required to go from one machine to another, or from one building to another, will be considered actual work performance, and chargeable to the ordering activity, provided the time consumed in going between machines (or buildings) is reasonable.

### c. TRAVEL OR TRANSPORTATION

#### (1) AT THE CONTRACTOR'S SHOP

(a) When equipment is returned to the Contractor's shop for adjustments or repairs which are not covered by the guarantee/warranty provision, the cost of transportation, packing, etc., from the ordering activity location to the Contractor's plant, and return to the ordering activity location, shall be borne by the ordering activity.

(b) The ordering activity should not return defective equipment to the Contractor for adjustments and repairs or replacement without his prior consultation and instruction.

(2) AT THE ORDERING ACTIVITY LOCATION (Within Established Service Areas)

When equipment is repaired at the ordering activity location, and repair service rates are established for service areas or zones, the listed rates are applicable to any ordering activity location within such service areas or zones. No extra charge, time, or expense will be allowed for travel or transportation of repairmen or machines to or from the ordering activity office; such overhead is included in the repair service rates listed.

(3) AT THE ORDERING ACTIVITY LOCATION (Outside Established Service Areas)

(a) The repair service rates listed for subparagraph (2) above apply, except that a travel charge per mile in accordance with DFARS regulations will apply to the round-trip distance for repairmen between the geographic limits of the applicable service area and the ordering activity location. Such charge will apply as an additional charge, but it will be limited to one round trip for each request that is made by the ordering activity for repair service, regardless of whether repairs are performed at the ordering activity location or at the Contractor's shop.

(b) When the overall travel charge computed at the above mileage rate is unreasonable (considering the time required for travel, actual and necessary transportation costs, and the allowable ordering activity per diem rate for each night the repairman is required to remain overnight at the ordering activity location), the ordering activity shall have the option of reimbursing the Contractor for actual costs, provided that the actual costs are reasonable and allowable. The Contractor shall furnish the ordering activity with a report of travel performed and related expenses incurred. The report shall include departure and arrival dates, times, and the applicable mode of travel.

d. LABOR RATES

(1) REGULAR HOURS

The Regular Hours repair service rates listed herein shall entitle the ordering activity to repair service during the period 8:00 a.m. to 5:00 p.m., Monday through Friday, exclusive of holidays observed at the ordering activity location. There shall be no additional charge for repair service which was requested during Regular Hours, but performed outside the Regular Hours defined above, at the convenience of the Contractor.

(2) AFTER HOURS

When the ordering activity requires that repair service be performed outside the Regular Hours defined above, except Sundays and Holidays observed at the ordering activity location, the After Hours repair service rates listed herein shall apply. The Regular Hours rates defined above shall apply when repair service is requested during Regular Hours, but performed After Hours at the convenience of the Contractor.

(3) SUNDAYS AND HOLIDAYS

When the ordering activity requires that repair service be performed on Sundays and Holidays observed at the ordering activity location, the Sundays and Holidays repair service rates listed herein shall apply. When repair service is requested to be performed during Regular Hours and/or After Hours, but is performed at the convenience of the Contractor on Sundays or Holidays observed at the ordering activity location, the Regular Hours and/or After Hours repair service rates, as applicable, shall apply.

## REPAIR SERVICE RATES

LOCATION	MINIMUM CHARGE*	REGULAR HOURS PER HOUR**	AFTER HOURS PER HOUR**	SUNDAYS AND HOLIDAYS PER HOUR
CONTRACTOR'S SHOP	___N/A___	___N/A___	___N/A___	___N/A___
ORDERING ACTIVITY LOCATION (WITHIN ESTABLISHED SERVICE AREAS)	___N/A___	___N/A___	___N/A___	___N/A___
ORDERING ACTIVITY LOCATION (OUTSIDE ESTABLISHED SERVICE AREAS)	___N/A___	___N/A___	___N/A___	___N/A___

\*MINIMUM CHARGES INCLUDE \_N/A\_ FULL HOURS ON THE JOB.

\*\*FRACTIONAL HOURS, AT THE END OF THE JOB, WILL BE PRORATED TO THE NEAREST QUARTER HOUR.

## 10. REPAIR PARTS/SPARE PARTS RATE PROVISIONS

All parts, furnished as spares or as repair parts in connection with the repair of equipment, unless otherwise indicated in this pricelist, shall be new, standard parts manufactured by the equipment manufacturer. All parts shall be furnished at prices indicated in the Contractor's commercial pricelist dated \_\_\_\_\_, at a discount of \_\_\_\_\_% from such listed prices.

## 11. GUARANTEE/WARRANTY—REPAIR SERVICE AND REPAIR PARTS/SPARE PARTS

## a. REPAIR SERVICE

All repair work will be guaranteed/warranted for a period of Standard Manufacturer's Warranty.

## b. REPAIR PARTS/SPARE PARTS

All parts, furnished either as spares or repairs parts will be guaranteed/warranted for a period of Standard Manufacturer's Warranty.

## 12. INVOICES AND PAYMENTS

## a. Maintenance Service

(1) Invoices for maintenance service shall be submitted by the Contractor on a quarterly or monthly basis, after the completion of such period. Maintenance charges must be paid in arrears (31 U.S.C. 3324). PROMPT PAYMENT DISCOUNT, IF APPLICABLE, SHALL BE SHOWN ON THE INVOICE.

(2) Payment for maintenance service of less than one month's duration shall be prorated at 1/30th of the monthly rate for each calendar day.

## b. Repair Service and Repair Parts/Spares Parts

Invoices for repair service and parts shall be submitted by the Contractor as soon as possible after completion of work. Payment under blanket purchase agreements will be made quarterly or monthly, except where cash payment procedures are used. Invoices shall be submitted separately to each ordering activity office ordering services under the contract. The cost of repair parts shall be shown as a separate item on the invoice, and shall be priced in accordance with paragraph #10, above. PROMPT PAYMENT DISCOUNT, IF APPLICABLE, SHALL BE SHOWN ON THE INVOICE.

**TERMS AND CONDITIONS APPLICABLE TO INFORMATION TECHNOLOGY (IT)  
PROFESSIONAL SERVICES  
(SPECIAL ITEM NUMBER 132-51)**

**1. SCOPE**

- a. The prices, terms and conditions stated under Special Item Number 132-51 Information Technology Professional Services apply exclusively to IT Services within the scope of this Information Technology Schedule.
- b. The Contractor shall provide services at the Contractor's facility and/or at the ordering activity location, as agreed to by the Contractor and the ordering activity.

**2. PERFORMANCE INCENTIVES**

- a. Performance incentives may be agreed upon between the Contractor and the ordering activity on individual fixed price orders or Blanket Purchase Agreements under this contract in accordance with this clause.
- b. The ordering activity must establish a maximum performance incentive price for these services and/or total solutions on individual orders or Blanket Purchase Agreements.
- c. Incentives should be designed to relate results achieved by the contractor to specified targets. To the maximum extent practicable, ordering activities shall consider establishing incentives where performance is critical to the ordering activity's mission and incentives are likely to motivate the contractor. Incentives shall be based on objectively measurable tasks.

**3. ORDER**

- a. Agencies may use written orders, EDI orders, blanket purchase agreements, individual purchase orders, or task orders for ordering services under this contract. Blanket Purchase Agreements shall not extend beyond the end of the contract period; all services and delivery shall be made and the contract terms and conditions shall continue in effect until the completion of the order. Orders for tasks which extend beyond the fiscal year for which funds are available shall include FAR 52.232-19 (Deviation – May 2003) Availability of Funds for the Next Fiscal Year. The purchase order shall specify the availability of funds and the period for which funds are available.
- b. All task orders are subject to the terms and conditions of the contract. In the event of conflict between a task order and the contract, the contract will take precedence.

**4. PERFORMANCE OF SERVICES**

- a. The Contractor shall commence performance of services on the date agreed to by the Contractor and the ordering activity.
- b. The Contractor agrees to render services only during normal working hours, unless otherwise agreed to by the Contractor and the ordering activity.
- c. The ordering activity should include the criteria for satisfactory completion for each task in the Statement of Work or Delivery Order. Services shall be completed in a good and workmanlike manner.

d. Any Contractor travel required in the performance of IT Services must comply with the Federal Travel Regulation or Joint Travel Regulations, as applicable, in effect on the date(s) the travel is performed. Established Federal Government per diem rates will apply to all Contractor travel. Contractors cannot use GSA city pair contracts.

5. STOP-WORK ORDER (FAR 52.242-15) (AUG 1989)

(a) The Contracting Officer may, at any time, by written order to the Contractor, require the Contractor to stop all, or any part, of the work called for by this contract for a period of 90 days after the order is delivered to the Contractor, and for any further period to which the parties may agree. The order shall be specifically identified as a stop-work order issued under this clause. Upon receipt of the order, the Contractor shall immediately comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the work covered by the order during the period of work stoppage. Within a period of 90 days after a stop-work is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, the Contracting Officer shall either-

(1) Cancel the stop-work order; or

(2) Terminate the work covered by the order as provided in the Default, or the Termination for Convenience of the Government, clause of this contract.

(b) If a stop-work order issued under this clause is canceled or the period of the order or any extension thereof expires, the Contractor shall resume work. The Contracting Officer shall make an equitable adjustment in the delivery schedule or contract price, or both, and the contract shall be modified, in writing, accordingly, if-

(1) The stop-work order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this contract; and

(2) The Contractor asserts its right to the adjustment within 30 days after the end of the period of work stoppage; provided, that, if the Contracting Officer decides the facts justify the action, the Contracting Officer may receive and act upon the claim submitted at any time before final payment under this contract.

(c) If a stop-work order is not canceled and the work covered by the order is terminated for the convenience of the Government, the Contracting Officer shall allow reasonable costs resulting from the stop-work order in arriving at the termination settlement.

(d) If a stop-work order is not canceled and the work covered by the order is terminated for default, the Contracting Officer shall allow, by equitable adjustment or otherwise, reasonable costs resulting from the stop-work order.

6. INSPECTION OF SERVICES

The Inspection of Services-Fixed Price (AUG 1996) (Deviation – May 2003) clause at FAR 52.246-4 applies to firm-fixed price orders placed under this contract. The Inspection-Time-and-Materials and Labor-Hour (JAN 1986) (Deviation – May 2003) clause at FAR 52.246-6 applies to time-and-materials and labor-hour orders placed under this contract.

7. RESPONSIBILITIES OF THE CONTRACTOR

The Contractor shall comply with all laws, ordinances, and regulations (Federal, State, City, or otherwise) covering work of this character. If the end product of a task order is software, then FAR 52.227-14 (Deviation – May 2003) Rights in Data – General, may apply.

## 8. RESPONSIBILITIES OF THE ORDERING ACTIVITY

Subject to security regulations, the ordering activity shall permit Contractor access to all facilities necessary to perform the requisite IT Services.

## 9. INDEPENDENT CONTRACTOR

All IT Services performed by the Contractor under the terms of this contract shall be as an independent Contractor, and not as an agent or employee of the ordering activity.

## 10. ORGANIZATIONAL CONFLICTS OF INTEREST

### a. Definitions.

“Contractor” means the person, firm, unincorporated association, joint venture, partnership, or corporation that is a party to this contract.

“Contractor and its affiliates” and “Contractor or its affiliates” refers to the Contractor, its chief executives, directors, officers, subsidiaries, affiliates, subcontractors at any tier, and consultants and any joint venture involving the Contractor, any entity into or with which the Contractor subsequently merges or affiliates, or any other successor or assignee of the Contractor.

An “Organizational conflict of interest” exists when the nature of the work to be performed under a proposed ordering activity contract, without some restriction on ordering activities by the Contractor and its affiliates, may either (i) result in an unfair competitive advantage to the Contractor or its affiliates or (ii) impair the Contractor’s or its affiliates’ objectivity in performing contract work.

b. To avoid an organizational or financial conflict of interest and to avoid prejudicing the best interests of the ordering activity, ordering activities may place restrictions on the Contractors, its affiliates, chief executives, directors, subsidiaries and subcontractors at any tier when placing orders against schedule contracts. Such restrictions shall be consistent with FAR 9.505 and shall be designed to avoid, neutralize, or mitigate organizational conflicts of interest that might otherwise exist in situations related to individual orders placed against the schedule contract. Examples of situations, which may require restrictions, are provided at FAR 9.508.

## 11. INVOICES

The Contractor, upon completion of the work ordered, shall submit invoices for IT/EC services. Progress payments may be authorized by the ordering activity on individual orders if appropriate. Progress payments shall be based upon completion of defined milestones or interim products. Invoices shall be submitted monthly for recurring services performed during the preceding month.

## 12. PAYMENTS

For firm-fixed price orders the ordering activity shall pay the Contractor, upon submission of proper invoices or vouchers, the prices stipulated in this contract for service rendered and accepted. Progress payments shall be made only when authorized by the order. For time-and-materials orders, the Payments under Time-and-Materials and Labor-Hour Contracts at FAR 52.232-7 (DEC 2002), (Alternate II – Feb 2002) (Deviation – May 2003) applies to time-and-materials orders placed under this contract. For labor-hour orders, the Payment under Time-and-Materials and Labor-Hour Contracts at FAR 52.232-7 (DEC 2002), (Alternate II – Feb 2002) (Deviation – May 2003)) applies to labor-hour orders placed under this contract.

## 13. RESUMES

Resumes shall be provided to the GSA Contracting Officer or the user ordering activity upon request.

**14. INCIDENTAL SUPPORT COSTS**

Incidental support costs are available outside the scope of this contract. The costs will be negotiated separately with the ordering activity in accordance with the guidelines set forth in the FAR.

**15. APPROVAL OF SUBCONTRACTS**

The ordering activity may require that the Contractor receive, from the ordering activity's Contracting Officer, written consent before placing any subcontract for furnishing any of the work called for in a task order.

**16. DESCRIPTION OF IT SERVICES****001 ADP Security Specialist**

Functions: Implements and monitors ADP security procedures and issues. Conducts risks assessments, firewall determinations, and security procedures. Participates in planning, cost analysis and implementation of all aspects of ADP security. Develops and implements InfoSec and CompuSec procedures in all areas. Designs, develops, implements, and supports all ADP security policy, procedures, and systems.

Qualifications: A Bachelor's degree in Computer Science, Information Systems, Mathematics, Operations Research, Statistics, Engineering, or a related field from an accredited college or university and four (4) years of experience performing the foregoing functions, or a High School diploma and eight (8) years of experience performing the foregoing functions.

**002 Application Engineer**

Functions: Analyzes and studies complex system requirements and prepares recommendations for change. Designs software tools and subsystems to support software reuse and domain analyses and manages their implementation. Manages software development and support using formal specifications, data flow diagrams, other accepted design techniques and Computer Aided Software Engineering (CASE) tools. Estimates software development costs and schedule. Prepares existing programs and assists in making refinements, reducing operating time, and improving current techniques. Supervises software configuration management.

Qualifications: A Bachelors degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. Position requires a minimum of four (4) years experience managing or performing software engineering activities, of which at least four (4) years must be specialized and two (2) of which shall be within the last four (4) years. Specialized experience includes: demonstrated experience working with ADA, SQL, and third/fourth generation languages in the design and implementation of systems and using database management systems. General experience includes increasing responsibilities in software engineering activities. Requires knowledge of applicable standards.

**003 Applications Engineer**

Functions: Analyzes functional business applications and design specifications for functional activities. Develops block diagrams and logic flow charts. Translates detailed design into computer software. Tests, debugs, and refines the computer software to produce the required product. Prepares required documentation, including both program-level and user-level documentation. Enhances software to reduce operating time or improve efficiency. Provides technical direction to programmers to ensure program deadlines are met.



Qualifications: Bachelor's degree in Computer Science, Information Systems, Engineering, Business, or other related discipline is required. The Applications Engineer position requires a minimum of six (6) years computer equipment experience, with three (3) of the last five (5) years focused upon applications programming on large scale data base management systems and the developing of complex software solutions to satisfy design objectives.

#### **004 Applications Systems Analyst/Programmer - Senior**

Under general direction, formulates and defines system scope and objectives. Devises or modifies procedures to solve complex problems considering computer equipment capacity and limitations, operating time, and form of desired results. Prepares detailed specifications from which programs will be written. Designs, codes, tests, debugs, and documents those programs. Competent to work at the highest technical level of all phases of applications systems analysis and programming activities. May be responsible for completion of a phase of a project. Regularly provides guidance and training to less-experienced analyst/programmers.

#### **005 Business Process Consultant**

Responsible for most complex systems process analysis, design, and simulation. Requires highest-level understanding of organization's business systems and industry requirements. Focus is on process analysis and re-engineering, with an understanding of technical problems and solutions as they relate to the current and future business environment. Creates process change by integrating new processes with existing ones and communicating these changes to impacted Business Systems teams. Recommends and facilitates quality improvement efforts. May lead re-engineering team and act as project manager in some cases.

#### **006 Chief Information Security Officer**

Ensures that all information systems are functional and secure.

#### **007 Communications Network Manager**

Functions: Evaluates communication hardware and software, troubleshoots LAN/MAN/WAN and other network related problems, and provides technical expertise for performance and configuration of networks. Performs general LAN/MAN/WAN administration, provides technical leadership in the integration and test of complex large-scale computer integrated networks. Schedules conversions and cutovers, and oversees network control center. Supervises the staff, maintenance of systems and coordinates with all responsible users and sites.

Qualifications: A Bachelors degree in Computer Science, Information Systems, Engineering, Business, or other related discipline with a minimum of seven (7) years experience, three (3) of the last five (5) years in protocol analysis. Possess a through knowledge of OSI protocols particularly TCP/IP, X.25. X.400, X.500, and a detailed

#### **008 Computer Scientist**

Functions: Applies knowledge of computer science concepts and techniques to develop and apply automated solutions to engineering, scientific, or business data acquisition and management problems. Uses scientific and engineering logic to independently identify conceptual or theoretical solutions to problems of computer hardware or software design and operation. Develops alternative approaches to design, test and evaluation techniques for solving automation problems, evaluates and recommends that which will provide the optimum solution balancing specific project needs with economic constraints. Interfaces with and uses micro, mini and mainframe computer systems in addressing project objectives. Formulates architectural design, functional specification, interfaces and

documentation of computer systems considering system interrelationships, operating modes, and equipment configurations. Responsible for segments or phases of broader more complex projects. As a result of the above functions, a Secret clearance may be required for the position.

Qualifications: A Bachelor of Science Degree in Computer Science, Mathematics, Statistics, Engineering, or Information Systems from an accredited college or university and four (4) years of experience performing the foregoing functions, three (3) of which shall be in the last five (5) years.

#### **009 Computer Security System Specialist**

Functions: Analyzes and defines security requirements for Multilevel Security (MLS) issues. Designs, develops, engineers, and implements solutions to MLS requirements. Gathers and organizes technical information about an organization's mission goals and needs, existing security products, and ongoing programs in the MLS arena. Performs risk analyses and assessments.

Qualifications: A Bachelors degree in Electrical Engineering, Information Science, Information Systems, Computer Science, Physics, Math, or other related discipline may be substituted for three (3) years experience. A minimum of eight years, three (3) of which shall be in defining computer security requirements for high level applications, evaluation of approved security product capabilities, and developing solutions to MLS problems.

#### **010 Computer Specialist/Programmer**

Functions: Applies knowledge of computer science principles, information management principles, data processing functions, ADP hardware and software systems structures and operations, and computer programming languages and techniques to solve automation problems. Applies scientific, engineering or business objectives by writing, modifying, or adapting computer programs in machine level, assembly, and third or fourth generation programming languages. Interfaces with and uses minicomputer and mainframe computer systems in addressing project objectives. Uses standard or conventional approaches to define, plan, organize, design, develop, modify, test and integrate database or data processing systems, computer hardware systems, and simulation models. Assists in formulating architectural design, functional specification, interfaces and documentation of hardware or software systems. Uses detailed specifications and adapt standardized techniques, methods, criteria and precedents to develop or modify portions of a system or program. Responsible for segments or phases of broader, more complex projects. As a result of the above functions, a Secret clearance may be required for the position.

Qualifications: A Bachelor's degree in Computer Science, Information Systems, Mathematics, Operations Research, Statistics, Engineering, or a related field from an accredited college or university and four (4) recent years of experience performing the foregoing functions or a High School diploma and eight recent (8) years of experience performing the foregoing functions. At least two (2) years of the foregoing experience must have been in programming.

#### **011 Computer Telephony Integration Engineer I**

Functions: Has knowledge in one or more aspects of telecommunications or data system integration. This individual possesses broad knowledge in one or more areas of the telecommunications or data network arenas and may possess specialized knowledge in one of the following areas: routing/switching infrastructures, transport technology, network management systems, or network protocols for computer telephony integration (CTI). Performs research in support of the development of requirements or standards for a specific CTI specialty. Assists in testing or analysis of CTI interoperability with data or telecommunication protocols or services. Performs general technical support in one or more specific areas of research associated with computer or telecommunications network interoperability or

integration. Capable of working with supervision on specific tasks associated with the implementation of specific aspects of computer telephony integration.

Qualifications: Bachelor's Degree in Electrical/Electronics Engineering, Computer Science, Information Systems, or equivalent. Eight (8) years experience in Telecommunications, Data Networking, or Information Systems can be substituted for the Bachelor's Degree.

#### **012 Computer Telephony Integration Engineer II**

Functions: Shall possess a broad knowledge in one or more areas of telecommunication systems or data network integration. Provides technical expertise supporting national or international forums on requirements/standards for a specific CTI specialty. Assists in the development of white papers and conducts research for specific technical areas on a CTI project. Performs technical analysis of CTI interoperability with data or telecommunication protocols or services. Provides technical support in one or more specific areas of research associated with computer or telecommunications network interoperability or integration.

Qualifications: A Master's Degree in Computer Science, Electrical or Electronics Engineering, Information System, or equivalent and four (4) years general experience in data or telephony communications. Position requires specialized knowledge in one of the following areas: routing/switching infrastructures, transport technology, network management systems, or network protocols for computer telephony integration (CTI). Capable of working alone on specific tasks associated with the implementation of specific aspects of a computer telephony integration (CTI). Proven experience in providing limited guidance or supervision for other Engineers in highly complex data or telecommunications internetworking projects. A Bachelor's Degree and two (2) years related work experience may be substituted for a Master's Degree and one (1) year general experience.

#### **013 Computer Telephony Integration Engineer III**

Functions: Has in-depth knowledge in multiple aspects of telecommunications or data system integration. Individual may possess subject matter expertise (SME) knowledge in either the telecommunications or data network arenas or may specialize in routing/switching infrastructures, transport technology, network management systems, or network protocols in computer telephony integration (CTI). Supervises or manages the implementation of specific aspects of a computer telephony integration (CTI) and is capable of supervising a team of specialty Engineers in highly complex data or telecommunications internetworking projects. Participates in national or international forums on requirements or standards for a specific CTI specialty. Provides in-depth analysis on CTI interoperability with data or telecommunication protocols or services and technical lead management oversight for specific technical areas of expertise on a CTI project.

Qualifications: A Doctorate in Computer Science, Electrical or Electronics Engineering, Information Systems, or equivalent and eight (8) years general work experience in data or telephony communications. The individual is experienced in specific CTI technology areas associated with the computer telephony integration as the lead specialty engineer while providing overall technical support in one or more specific areas of research associated with computer or telecommunications network interoperability or integration. Master's Degree with eight (8) years general experience or a Bachelor's Degree and ten (10) years general experience are considered equivalent to a Doctorate and six (6) years general experience.

#### **014 Consultant**

Works with end user groups to evaluate and solve technical problems. Evaluates existing systems and/or user needs to analyze, design, recommend, and implement system changes.

**015 Contract Administrative Assistant**

Functions: Provides general support to the government contract team and to the contractor support team in the following areas; preparation of PRs and entry of financial data, maintaining contract documentation, assisting in data collection and reporting for market surveys, research and editing of materials for newsletters, WEB sites, and other publications and documentation, analysis of invoices and maintenance of spreadsheets relating to budget and resource use and allocation.

Qualifications: A Bachelors degree with a minimum of two (2) years, within the last five (5) years of direct experience in contracts or business administrative support.

**016 Contract Analyst**

Functions: Provides professional services in market and trend analysis, and contract business and technical evaluation support to the FAA Acquisition Contract Management Team. Specific responsibilities shall include conducting technical reviews of government contracts and modifications, and comparisons with similar products and services, collection and evaluation of, and reporting on market surveys and trends, and analysis of alternate vehicles in terms of office automation, hardware, software, and technical support requirements. In addition, the Senior Contracts Analyst shall act coordinate activities with the government Acquisition Teams, and shall maintain the contract database, and shall analyze the advisability on entering into government contracts. The Senior Contracts Analyst shall oversee and publish a monthly newsletter, assist in maintaining the WEB site, and shall coordinate the Telecom.

Qualifications: A Bachelors degree in Business, Communications, or related field with a minimum of six (6) years experience in management and analysis of government requirements and contracts, two (2) of which must have been within the past five (5) years. The Contracts Analyst shall have knowledge of government contract and acquisition procedures and policies.

**017 Cost Analyst**

Functions: Performs Functional Economic Analysis (FEA) to evaluate the costs of alternative ways to accomplish functional objectives. The FEA states investment costs, benefits, and risks as a net change to the functional baseline cost, the cost of doing business now and in the future. Ensures that cross-functional, security, and other integration issues are addressed.

Qualifications: A Bachelors degree in Computer Science, Information Systems, Engineering, Business, Accounting, or other related discipline. This position requires a minimum of six (6) years experience, and three (3) of which shall be within the last five (5) years. Additionally, at least three (3) years must be specialized. Specialized experience includes: demonstrated experience in providing technical and financial justifications (obtained by collecting information relevant to the decision and displaying that information in standard formats) in support of computer system selections. General experience includes increasing responsibilities in information systems or a technical and fiscal nature.

**018 Data Architect**

Designs and builds relational databases. Develops strategies for data acquisitions, archive recovery, and implementation of a database. Works in a data warehouse environment, which includes data design, database architecture, metadata and repository creation. Translates business needs into long-term architecture solutions. Defines, designs, and builds dimensional databases. Develops data warehousing blueprints, evaluating hardware and

software platforms, and integrating systems. Evaluates reusability of current data for additional analyses. Reviews object and data models and the metadata repository to structure the data for better management and quicker access.

#### **019 Data Base Administrator**

Functions: Applies knowledge of computer science concepts and techniques in the design, development, installation and maintenance of relational databases to satisfy engineering, scientific, or business data acquisition and management. Develops and maintains necessary public synonyms, data base links, and user access controls. Provides database tuning and monitoring to insure effective and efficient data access to include comparison of performance ratios, tuning of memory configuration, disk I/O, and application software. Design and maintenance of the physical layout of the databases and calculating disk space requirements for database tables and indexes. Responsible for segments or phases of broader, more complex projects. As a result of the above functions, a Secret clearance may be required for the position.

Qualifications: A Bachelor of Science Degree in Computer Science, Mathematics, Statistics, or Engineering, from an accredited college or university and four (4) years of experience performing the foregoing functions. At least four (4) years of the total experience must have been in programming data base systems.

#### **020 Data Base Management Specialist**

Functions: Provides highly technical expertise in the use of DBMS. Evaluates and recommends available DBMS products to support validated user requirements. Defines file organization, indexing methods, and security procedures for specific user applications.

Qualifications: A Bachelors degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. The position requires a minimum of six (6) years experience, of which at least four (4) years must be specialized and three (3) of which shall be within the last five (5) years. Specialized experience-e includes: demonstrated experience using current DBMS's technologies, application design utilizing various DBMS and experience with DBMS internals. General experience includes increasing responsibilities in DBMS systems analysis and programming. Demonstrated ability to work independently or under only general direction.

#### **021 Data/Configuration Management Specialist**

Provides configuration management planning. Describes provisions for configuration identification, change control, configuration status accounting, and configuration audits. Regulates the change process so that only approved and validated changes are incorporated into product documents and related software.

#### **022 Electronic Publishing Specialist**

Functions: Performs low-level electronic publishing. Prepares style sheets, operates software programs such as the GPO electronic Publishing system and desktop software programs, such as WORD for Windows, Pagemaker, and Ventura. Keys in and verifies a wide variety of administrative and technical data, performs system backups, and prepares draft and final publications. Provides training and technical assistance to users on document layout, styles, fonts, software/hardware operation procedures, and producing draft and final publications of administrative and technical documents. Maintains work area to include filing and storage of disk and hard copy files periodic maintenance of desktop publishing equipment, including laser printers responds to telephone and in-person inquiries from users or potential users prepares periodic or special reports on desktop operations by obtaining information records and files and may take part in informal demonstrations of electronic publishing capabilities.

Qualifications: An Associate degree in a directly related field may be substituted for two (2) years work experience. The Electronic Publishing Support must have a minimum of five (5) years of experience, two (2) of which shall be within the last five (5) years in the areas outlined above.

### **023      Engineer I**

Functions: Applies engineering principles to investigate, analyze, plan, design, develop, implement, test, or evaluate computer and telecommunications systems. Reviews and prepares engineering and technical analysis reports, change proposals, and other technical documentation. Applies engineering principles to perform functions such as computer system architecture design, computer system integration, computer and telecommunications configuration management, and quality assurance testing.

Qualifications: A Bachelor of Science degree in Electrical Engineering or Computer Engineering or a related engineering discipline from an accredited college or university.

### **024      Engineer II**

Functions: Applies engineering principles to investigate, analyze, plan, design, develop, implement, test, or evaluate computer and telecommunications systems. Reviews and prepares engineering and technical analysis reports, change proposals, and other technical documentation. Applies engineering principles to perform functions such as computer system architecture design, computer system integration, computer and telecommunications configuration management, and quality assurance testing. Analyzes, designs, develops, implements, and test automated data processing software related to engineering or functional requirements of computer and telecommunications systems and associated support systems. Responsible for segments or phases of broader, more complex projects.

Qualifications: A Bachelor of Science degree in Electrical Engineering or Computer Engineering or a related engineering discipline from an accredited college or university and four (4) years of engineering experience performing the foregoing functions.

### **025      Engineer III**

Functions: Applies engineering principles to investigate, analyze, plan, design, develop, implement, test, or evaluate computer and telecommunications systems. Reviews and prepares engineering and technical analysis reports, change proposals, and other technical documentation. Applies engineering principles to perform functions such as computer system architecture design, computer system integration, computer and telecommunications configuration management, and quality assurance testing. Analyzes, designs, develops, implements, and test automated data processing software related to engineering or functional requirements of computer and telecommunications systems and associated support systems. Responsible for developing project plans, justifications, guidelines, and controls.

Qualifications: A Bachelor of Science degree in Electrical Engineering or Computer Engineering or a related engineering discipline from an accredited college or university and eight (8) recent years of engineering experience performing the foregoing functions.

### **026      Engineering Subject Matter Specialist**

Provides technical knowledge and analysis of highly specialized applications and operational environment, high-level functional systems analysis, design, integration, documentation, and implementation advice on exceptionally complex problems that necessitate high-level knowledge of the subject matter for effective implementation. Participates as needed in all phases of software development with emphasis on the planning, analysis, modeling, simulation, testing, integration, documentation and presentation phases.

**027 ERP Business/Architectural Specialist**

Adapts functional business requirements and processes to technical solutions based upon comprehensive enterprise application solution sets. Enterprise resource planning and management processes, including but not limited to: knowledge management, investment analysis, data warehousing, e-commerce, return on investment analysis, human resource analysis, material management and logistics, supply chain management, procurement, ordering, manufacturing, decision support, and information dissemination.

**028 Financial Analyst**

Functions: Works in concert to systematically integrate business, cost estimating and financial management processes to ensure the efficient stewardship of public funds. Responsible for formulation of strategic financial plans, preparing cost estimates and correlation of financial requirements into executable budgets. Responsible for assessment of products and or procedures for compliance with government standards, accounting principles, internal controls, and multi-tiered system application standards. Manages completion of work within the time frame specified by the government, ensuring that all financial requirements are met. Prepares milestone status reports and presentations for colleagues, subordinates, and end user representatives.

Qualifications: A Bachelors degree with four (4) years of financial management experience. Experience in financial management with demonstrated ability to supervise or lead a team of financial analysts is required. Possess knowledge of Federal financial and accounting policies and systems requirements. Must be able to grasp interrelationships between financial management requirements and automated solutions, considering the current system environment and the potential integration of added systems. Is familiar with activity based costing, business case analysis and outsourcing requirements. Must demonstrate experience in working with multi-year/no-year appropriations and differing appropriations (e.g., O&M and Procurement).

**029 Financial Manager**

Functions: Serves as a leader ensuring that a group of financial management professionals are working in concert with automated complex business practices within the time frame specified by the government, and that all of the financial requirements are met. Must be able to assess products and procedures for compliance with government standards, accounting principles, and multi-tiered system application standards. Must be able to grasp interrelationships between financial management requirements and automated solutions, considering the current system environment and the potential integration of added systems concurrently or later. Prepares all milestone documentation and presentations for senior managers, colleagues, and subordinates. Can present material before oversight authority for the government and/or prepare Program Managers for briefings and presentations. Is thoroughly familiar with activity based costing, business case analysis and outsourcing requirements.

Qualifications: Bachelors Degree with twelve (12) years experience in financial management or High School diploma and fifteen (15) years of financial management experience, including seven (7) years of increasing responsibilities including supervisory duties. Experience in financial management with demonstrated ability to supervise or lead a team of financial management professionals. Must demonstrate a thorough knowledge of Federal financial and accounting systems requirements. Must demonstrate experience in working with multi-year/no-year appropriations and differing appropriations (e.g., O&M and Procurement).

**030 Geographic Information System Analyst**

Functions: Applies knowledge of information systems principles, spatial data processing functions, spatial analysis of topological structured data, and computer programming languages and techniques to solve multi-discipline query and classification of spatial data. Designs computer automated processes and programs to solve cartographic and

map communication problems. Applies scientific and statistical methods in obtaining, analyzing, rectifying, and classifying remotely sensed digital raster and vector data to develop or modify geospatial databases.

Qualifications: A Bachelor's degree in Geography, Geographic Information Systems, Information Systems, or Computer Science, or related field from an accredited college or university, or a High School diploma and eight (8) years of experience performing the foregoing functions.

### **031 Help Desk Manager**

Functions: Provides daily supervision and direction to staff that are responsible for phone and in-person support to users in the areas of e-mail, directories, standard Windows desktop applications, and applications developed or deployed under this contract. This position serves as the initial point of contact for troubleshooting hardware/software PC and printer problems.

Qualifications: A Bachelors degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. This position requires a minimum of seven (7) years experience, of which at least five (5) years must be specialized and three (3) of which shall be within the last five (5) years. Specialized experience includes: management of help desks in a multi-server environment, comprehensive knowledge of PC operating systems, e.g., DOS, Windows, as well as networking and mail standards and supervision of help desk employees. General experience includes information systems development, network and other work in the client/server field, or related fields. Demonstrated ability to communicate orally and in writing and a positive customer service attitude.

### **032 Help Desk Specialist**

Functions: Provides phone and in-person support to users in the areas of e-mail, directories, standard Windows desktop applications, and applications developed under this contract or predecessors. Serves as a technical point of contact for troubleshooting hardware/software PC and printer problems.

Qualifications: An Associate's Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline is required. This position requires a minimum of five (5) years experience, three (3) of which shall be within the last five (5) years and at least three (3) years must be specialized. Specialized experience includes: knowledge of PC operating systems, e.g., DOS, Windows, as well as networking and mail standards and work on a help desk. General experience includes information systems development and other work in the client/server field, or related fields. Demonstrated ability to communicate orally and in writing and a positive customer service attitude.

### **033 Information Assurance Engineer**

Establishes and satisfies complex system-wide information security requirements based upon the analysis of user, policy, regulatory, and resource demands. Supports customers at the highest levels in the development and implementation of doctrine and policies. Applies know-how to government and commercial common user systems, as well as to dedicated special purpose systems requiring specialized security features and procedures.

### **034 Information Engineer I**

Functions: Works with Ada, SQL, and third/fourth generation languages in the design and implementation of systems and using database management systems. Possesses ability to assume increasing responsibilities in information engineering activities. Knowledgeable of applicable standards and provides general technical support.

Qualifications: A Bachelor's Degree in Computer Science, Information Systems, Engineering, Business or equivalent and 1 year of general experience is required. Analyzes and studies complex information system



requirements. Designs software tools and subsystems to support software reuse and domain analyses and manages their implementation. Manages software development and support using formal specifications, data flow diagrams, other accepted design techniques and Computer Aided Software Engineering (CASE) tools. Provides input to estimate software development costs and schedule. Reviews existing programs and assists in making refinements, reducing operating time, and improving current techniques. May manage, coordinate, or install system upgrades. Uses diagnostic software to test and isolate ADPE to validate functionality. May provide system analysis and integration and oversee system operations. Often assists with monitoring system performance and security and sets up terminal/printer queues. Provides in-service support for proper use of system software, hardware, or applications and provides Tier 1 technical support for ADPE. Works independently under minimal supervision. Six (6) years of general experience is equivalent to a Bachelor's degree. With a Master's degree, no experience is required.

### **035 Information Engineer II**

Functions: Works with ADA, SQL, and third/fourth generation languages in the design and implementation of systems and using database management systems. Uses software tools and subsystems to support software reuse and domain analyses and their implementation. Performs software development and support using formal specifications, data flow diagrams, other accepted design techniques and Computer Aided Software Engineering (CASE) tools. Provides input to estimate software development costs and schedule. Uses diagnostic software to test and isolate ADPE to validate functionality. Often assists with monitoring system performance and security and sets up terminal/printer queues. Provides in-service support for proper use of system software, hardware, or applications and provides Tier 1 technical support.

Qualifications: A Bachelor's Degree in Computer Science, Information Systems, Engineering, Business or equivalent and one (1) year of general experience. Possesses ability to assume increasing responsibilities in information engineering activities. Knowledgeable of applicable standards and general technical support processes is required.

### **036 Intermediate INFOSEC/IA Analyst**

Functions: Provide security architecture, policy and design guidance for business systems and networks. Individual will also provide Information Security Certification and Accreditation Support for applications, systems and networks in accordance with appropriate customer policies and processes.

Qualifications: Bachelors degree in a technical field (Computer Science, MIS, Engineering) required. Ten (10) plus years' experience may be substituted for degree. DOD Information Assurance Certification/Training a plus. Five (5) years of demonstrated analytical skills - the ability to translate security policy statements into an understanding of security tool implementation. Understanding of FIPs compliance issues and familiarity with the DOD Public Key Infrastructure required.

### **037 Internet/Intranet Specialist I**

Functions: Performs system analysis and design techniques for Internet or Intranet development, which may include Hypertext Markup Language (HTML), HyperText Transfer Protocol (HTTP), and Common Gateway Interface (CGI). Analyzes and develops Internet/Intranet application software processing wide range of capabilities, including numerous engineering, business, and network traffic management functions. Works under general direction.

Qualifications: A Bachelor's Degree or equivalent in Computer Science, Information Systems, Engineering, Business or equivalent and one (1) year of general experience required. Six (6) years of general experience is considered equivalent to a Bachelor's degree.

**038 Internet/Intranet Specialist II**

**Functions:** Performs system analysis and design techniques for Internet or Intranet development and distribution to remote sites using various technologies, which may include HyperText Markup Language (HTML), HyperText Transfer Protocol (HTTP), Common Gateway Interface (CGI), FrontPage, and Netscape software. Develops and applies organization-wide information models for use in designing and building integrated, shared software, and database management systems. Constructs sound, logical business improvement opportunities consistent with corporate Information Management guiding principles, cost savings, and open system architecture objectives.

**Qualifications:** A Bachelor's Degree or equivalent in Computer Science, Information Systems, Engineering, Business or equivalent and three (3) years of general experience required. Experienced in providing daily supervision and direction to junior staff. Six (6) years of general experience is considered equivalent to a Bachelor's degree. With a Master's degree, one (1) year of general experience is required. With a PhD, no experience is required.

**039 Internet/Intranet Specialist III**

**Functions:** Performs an enterprise-wide set of disciplines for planning, analysis, design, and construction of information systems on an enterprise-wide basis or across a major sector of the enterprise. Develops analytical and computational techniques and methodology for problem solutions. Establishes system information requirements, using analysis of the information exchange technologies, in the development of enterprise-wide or large-scale information systems. Designs architecture to include the software, hardware, and communications to support the total requirements as well as provide for present and future cross-functional requirements and interfaces. Ensures these systems are compatible and in compliance with the standards for open systems architectures, the Open Systems Interconnection (OSI), and International Standards Organization (ISO) reference models, and profiles of standard such as: Institute of Electrical and Electronic Engineers (IEEE), Open Systems Environment (OSE) reference model, and across the application program interface (API).

**Qualifications:** A Bachelor's Degree or equivalent in Computer Science, Information Systems, Engineering, Business or equivalent and five (5) years of general experience required. Experienced in providing daily supervision and direction to staff. Six (6) years of general experience is equivalent to a Bachelor's degree. With a Master's degree, three (3) years of general experience is required. With a PhD, one (1) year of general experience is required.

**040 Internet/Intranet Web Site Developer**

**Functions:** Determines customer requirements into internet web and translates applications requirements into the design of complex web sites, including integrating web pages and applications to serve either as stand alone sites or as the front end to web-based applications. Must be able to apply new and emerging technologies to the site development process.

**Qualifications:** A Bachelors degree or three (3) years of equivalent experience in a related field with a minimum of one (1) year of computer experience using Internet/intranet products, including Web server and related products selection and administration. At least one (1) year of experience building and installing web sites, including product selection, configuration, installation, maintenance, and site policy development. Experienced in developing web pages using HTML and associated scripting and graphics integration.

**041 IT Subject Matter Specialist**

Provides extremely high-level subject matter proficiency for work described in the task. Provides advanced technical knowledge and analysis of highly specialized applications and operational environment, high-level functional

systems analysis, design, integration, documentation, training, and implementation advice on complex problems that require doctorate level knowledge of the subject matter for effective implementation.

#### **042 Junior INFOSEC/IA Analyst**

Functions: Individual will provide security architecture, policy and design guidance for business systems and networks. Individual will also provide Information Security Certification and Accreditation Support for applications, systems and networks in accordance with appropriate customer policies and processes.

Qualifications: Associates degree in a technical field (Computer Science, MIS, Engineering) required. Three (3) plus years' experience may be substituted for degree. DOD Information Assurance Certification/Training a plus. Two (2) years of demonstrated analytical skills - the ability to translate security policy statements into an understanding of security tool implementation. Understanding of FIPs compliance issues and familiarity with the DOD Public Key Infrastructure required.

#### **043 Junior Computer Specialist/Programmer**

Functions: Applies knowledge of computer science principles, information management principles, data processing functions, ADP hardware and software systems structures and operations, and computer programming languages and techniques to solve automation problems. Applies scientific, engineering or business objectives by writing, modifying, or adapting computer programs in machine level, assembly, and third or fourth generation programming languages Interfaces with and uses microcomputer and mainframe computer systems in addressing project objectives. Uses standard or conventional approaches to define, plan, organize, design, develop, modify, test and integrate data base or data processing systems, computer hardware systems, and simulation models. Assists in formulating architectural design, functional specification, interfaces and documentation of hardware or software systems. Uses detailed specifications, and adapts standardized techniques, methods, criteria and precedents to develop or modify portions of a system or program. As a result of the above functions, a Secret clearance may be required for the position.

Qualifications: A Bachelor's degree in Computer Science, Information Systems, Mathematics, Operations Research, Statistics, Engineering, or a related field from an accredited college or university or a High School diploma and four (4) years of experience performing the foregoing functions.

#### **044 Junior Data Base Administrator**

Functions: Applies knowledge of computer science concepts and techniques in the design, development, installation and maintenance of relational databases to satisfy engineering, scientific, or business data acquisition and management. Develops and maintains necessary public synonyms, data base links, and user access controls. Provides database tuning and monitoring to insure effective and efficient data access to include comparison of performance ratios, tuning of memory, configuration, disk I/O, and application software, design and maintenance of the physical layout of the databases and calculating disk space requirements for database tables and indexes. As a result of the above functions, a Secret clearance may be required for the position.

Qualifications: A Bachelor of Science Degree in Computer Science, Mathematics, Statistics, or Engineering, from an accredited college or university and two (2) years of experience performing the foregoing functions.

#### **045 Junior Systems Analyst**

Functions: Applies logical analyses or test and evaluation on all programs within the contractual scope. Performs comprehensive analyses of hardware/software concepts, designs and test requirements. Reviews, analyzes, integrates

and conducts test and evaluation of contractor or Government -generated source data and develops interim documentation. Performs system concept formulation, system design analysis and subsystems design analysis. As a result of the above functions, a Secret clearance may be required for the position.

#### **046 LAN Administrator - Senior**

Under general direction, responsible for administration and day-to-day operation of organization's local area network (LAN). Provides integrated team support and maintenance of LAN hardware and software. Maintains integrity of the LAN hardware and software. Installs LAN software upgrades, including planning and scheduling, testing and coordination. Studies vendor products to determine those which best meet organization needs; assists in presentation of information to management resulting in purchase, and installation of hardware, software, and telecommunications equipment. Performs LAN security procedures, including implementing login requests. Evaluates new products and technologies to determine impact on existing system configurations. Prepares proposals, cost/benefit analyses, and feasibility studies. Provides liaison support between the PC/LAN team, vendors and internal support group as needed. Typically requires five to seven years of experience. Frequently reports to an information systems executive.

Qualifications: A Bachelor's degree in Computer Science, Information Systems, Mathematics, Operations Research, Statistics, Engineering, or related field from an accredited college or university and two (2) years of experience performing the foregoing functions or a High School diploma and six (6) years of experience performing the foregoing functions.

#### **047 LAN/WAN/MAN Administrator**

Monitors LAN, WAN, MAN, and servers. Provides batch monitoring, tape back-up, and restoration. Supports, installs, maintains, and troubleshoots all local area and wide area networking devices and related software for branch offices and internal and external networks.

#### **048 Lead Business Analyst**

Functions: Analyzes information requirements. Evaluates analytically and systematically problems of workflow, organization, and planning and develops appropriate corrective action. Applies business process improvement practices, to reengineer methodologies/principles and business process modernization projects. Applies, as appropriate, activity and data modeling, transaction flow analysis, internal control and risk analysis and modern business methods and performance measurement techniques. Assists in establishing standards for information systems procedures. Develops and applies organization-wide information models for use in designing and building integrated, shared software and database management systems. Constructs sound, logical business improvement opportunities consistent with the configuration information management guiding principles, cost savings, and open architecture objectives.

Qualifications: A Bachelors degree in Computer Science, Information Systems, Business, or related field with eight (8) years of demonstrated experience, three (3) of which shall be within the last five (5) years in the business of information resources management, which must include five (5) years of experience in business process improvement.

#### **049 Lead Information Engineer**

Functions: Performs information systems development, functional and data requirements analysis, systems analysis and design, programming, program design, system upgrades and documentation preparation. Implements information engineering projects, systems analysis, design and programming using CASE and IE tools and methods,

systems planning, business information planning, and business analysis. Applies, as appropriate, activity and data modeling, transaction flow analysis, internal control and risk analysis and modern business methods and performance measurement techniques. Assists in establishing standards for information systems procedures. Manages planned projects for overall installation of application and network systems. Develops action plans with milestones for system upgrades. Provides technical leadership for analysis, integration and support of new products, interfaces and performance enhancements. Analyzes and resolves system software issues. Administers accounts and system access as needed. Assists with the development of training curriculum for customer orientation and use of new and improved systems. Also assists with application customization through process analysis and workflow development including advising customers of database file & table configuration best practices.

**Qualifications:** A Bachelor's Degree in Computer Science, Information Systems, Engineering, Business or equivalent and five (5) years of general experience. Specific experience in the following is required: applying business process improvement practices to re-engineer methodologies/principles and business process modernization projects, developing and applying organization-wide information plans and models for use in designing and building integrated, shared software and database management systems, and constructing logical business improvement opportunities consistent with corporate Information Management guiding principles, cost savings, and open system architecture objectives. Possesses the ability to work independently.

#### **050 Network Administrator**

**Functions:** Administers, evaluates, installs, maintains and provides overall support for LANs and WANs. Designs, test and implements interface programs, develops security procedures, and regulates usage. Performs planning, cost analysis and all aspects of large-scale projects. Designs, tests, and implements large scale LAN and WAN networks applications and troubleshoots problem areas. Coordinates network policy, procedures, and standards. Assists training of users.

**Qualifications:** A Bachelor's degree in Computer Science, Information Systems, Mathematics, Operations Research, Statistics, Engineering, or a related field from an accredited college or university and four (4) recent years of experience performing the foregoing functions, or a High School diploma and eight (8) recent years of experience performing the foregoing functions.

#### **051 Network Engineer**

**Functions:** Under supervision, performs a variety of network engineering tasks, which are broad in nature and are related to the design and implementation of integrated networks, including personnel, hardware, software and support facilities and/or equipment. . Plans and performs network engineering research, design development, and other assignments in conformance with network design, engineering and customer specifications. Responsible for the technical/engineering part of a major project or a project of lesser complexity and importance than those normally assigned to a higher-level engineer. Coordinates the activities of Network Technicians assigned to specific network engineering projects. Performs with some latitude for independent actions and decisions.

**Qualifications:** A Bachelor's degree in Computer Science, Information Systems, Mathematics, Operations Research, Statistics, Engineering, or a related field from an accredited college or university and four (4) years of general experience. Six (6) years of general experience is considered equivalent to a Bachelor's Degree. With a Master's Degree, one (1) year of general experience is required. With a PhD, no experience is required.

#### **052 Network Engineer - Senior**

Under general direction, manages the purchase, installation, and support of network communications, including LAN/WAN systems. Responsible for evaluating current systems. Works on complex problems where analysis of

situation requires in-depth evaluation of various factors. Plans large-scale systems projects through vendor comparison and cost studies. Provides work leadership and training to lower level network engineers. Requires expert knowledge of LAN/WAN systems, networks, and applications. Typically requires at least five years of experience.

### **053      Network Management Engineer I**

Functions: Has knowledge and experience architecting and configuring Commercial Off The Shelf (COTS) Network Management solutions (i.e., Tivoli, Computer Associates, HP OpenView) for Government applications. Typically has knowledge of one or more flavors of Unix and leading hardware vendors' products on which the Network Management platform would run. Capable of working, with supervision, on specific aspects of network management engineering.

Qualifications: A Bachelor's Degree in Computer Science, Electrical Engineering, Information Systems or equivalent. Eight (8) years experience in telecommunications network management may be substituted for a Bachelor's degree.

### **054      Network Management Engineer II**

Function: Has broad in-depth knowledge and several years experience in architecting and configuring Commercial Off The Shelf (COTS) Network Management solutions (i.e., Tivoli, Computer Associates, HP OpenView) for Government applications. Tasks include designing, developing, and deploying a fault and performance network management system, and providing the required trouble isolation and identification required for the applications. The individual shall identify deficiencies in existing Network Management platforms and propose solutions mediating these problems. This may include identification of COTS platforms that are currently not deployed. The engineer shall provide customizations of existing Network Management implementations to reduce the interval from identification of a fault to problem resolution. Additionally, the person will accommodate the integration of multiple COTS vendor products into a seamless operation for a Network Operations Center (NOC) and the transfer of that knowledge to NOC personnel or other individuals charged with the maintaining the environment being monitored by the Network Management solution.

Qualifications: A Master's Degree in Computer Science, Electrical Engineering, Information Systems or equivalent and four (4) or more years experience in Network Management platforms. A Bachelor's Degree in Computer Science, Electrical Engineering, Information Systems or equivalent and five (5) years general work experience (of which three (3) years have been spent on Network Management) is considered equivalent to a Master's Degree and three (3) years experience. With a PhD, one (1) year of general experience is required.

### **055      Network Management Engineer III**

Functions: Has broad in-depth knowledge and several years leadership experience in architecting and configuring Commercial Off The Shelf (COTS) Network Management solutions (i.e., Tivoli, Computer Associates, HP OpenView) for Government applications. Typically has knowledge of one or more types of Unix and leading hardware vendors' products on which the Network Management platform would run.. Supervises or manages the implementation of specific aspects of network management engineering and is capable of supervising a team of technical specialists working on complex projects.

Qualifications: A Doctorate in Computer Science, Electrical Engineering, Information Systems or equivalent and eight (8) years experience in Network Management platforms is required. Experienced in providing overall leadership to identify deficiencies in existing Network Must demonstrate ability to use experience and technical

judgment to reach conclusions in the face of limited and/or uncertain data Management platforms and proposing solutions that mediate these problems for customizations of existing Network Management implementations to reduce the interval from identification of a fault to problem resolution; for the integration of multiple COTS vendor products into a seamless operation for a Network Operations Center (NOC). A Master's Degree in Computer Science, Electrical Engineering, Information Systems or equivalent and eight (8) years general work experience (of which four (4) years have been spent on Network Management) is considered equivalent to a Doctorate and six (6) years experience.

#### **056 Network Security Integration Specialist**

Functions: Provides technical design guidance and/or system administration and trouble call resolution in support of the network security products. Individual will manage firewalls, routers and intrusion detection equipment.

Qualifications: Bachelors degree in computer science, MIS, engineering or equivalent with ten (10) years of experience may be substituted for the technical degree. DOD/DON Information Assurance Certification/Training a plus. CISCO Certification/ MCSE/Unix training recommended. Detailed understanding of IP and advanced networking required as demonstrated by 3-5 years of hands-on networking and system administration tasking. Position requires the ability to translate security policy statements and customer requirements into a functional security tool implementation.

#### **057 Network Specialist**

Functions: Designs, evaluates, formulates the acquisition of, installs, and provides overall support for LANs and WANs. Performs project planning, cost analysis and all aspects of large-scale projects. Designs, tests, and implements large scale LAN and WAN networks.

Qualifications: A Bachelor's degree in Computer Science, Information Systems, Mathematics, Operations Research, Statistics, Engineering, or a related field from an accredited college or university and four (4) years of experience performing the foregoing functions, or a High School diploma and eight (8) years of experience performing the foregoing functions.

#### **058 Procurement Specialist**

Functions: Develops Acquisition Plans and other procurement justifications and approval documentation, Source Selection Plans including development of evaluation criteria, contract line item structures, statements of work, task statements, contract modifications, and contract correspondence. Performs contract administration. Responsible for assessment of products and procedures for compliance with government standards, accounting principles, internal controls, and multi-tiered system application standards.

Qualifications: A Bachelors degree with four (4) years of experience and attendance at federal government acquisition workforce training (e.g. DAWIA) may be substituted for a degree. Four (4) years of progressive experience supporting and developing government procurements. Must possess knowledge of the organization and contents of the Federal Acquisition Regulation (FAR), agency specific regulations, and be current and knowledgeable of acquisition streamlining initiatives and reforms. The Procurement Specialist has understanding of the uses of the various acquisition approaches, e.g. full and open competition, cost plus and fixed price contracts, Government Wide Agency Contracts and blanket purchase agreements, and is able to formulate documentation for the various approaches. Must demonstrate good organization and writing skills.

#### **059 Program Manager**

Functions: Acts as the overall lead, manager and administrator for the contract effort. Serves as the primary interface and point of contact with government program authorities and representatives on technical and program/project issues. Supervises program/project operations by developing procedures, planning and directing execution of the technical, programming, maintenance and administrative support effort and monitoring and reporting progress. Manages acquisition and employment of program/project resources. Manages and controls financial and administrative aspects of the program/project with respect to contract requirements. As a result of the above functions, a Secret clearance is required for the position.

Qualifications: A Master's Degree in Computer Science, Mathematics, Engineering, Statistics or Business Administration from an accredited college or university and eight (8) years of management and supervisory experience including performance in each of the foregoing functions with respect to technical programs/projects or a Bachelor's Degree in Computer Science, Mathematics, Statistics, Engineering, Operations Research or Business Management from an accredited college or university and twelve (12) years of management and supervisory experience including performance in each of the foregoing functions with respect to technical programs/projects.

#### **060 Project Administrator I**

Functions: Analyzes project requirements in the areas of business management, financial management, program scheduling, critical path analyses, support requirements, and performs other related analyst/management activities required for successful completion of the task. Conducts impact studies, cost/benefit analyses, dependency models, and project tracking methodologies to ensure the success and efficiency of the project.

Qualifications: A Bachelor's degree or a High School diploma and two (2) years of experience performing the foregoing functions.

#### **061 Project Administrator II**

Functions: Analyzes project requirements in the areas of business management, financial management, program scheduling, critical path analyses, support requirements, and performs other related analyst/management activities required for successful completion of the task. Conducts impact studies, cost/benefit analyses, dependency models, and project tracking methodologies to ensure the success and efficiency of the project.

Qualifications: A Bachelor's degree and two (2) years of experience performing the foregoing functions or a High School diploma and four (4) years of experience performing the foregoing functions.

#### **062 Project Analyst**

Functions: Analyzes project requirements in the areas of business management, financial management, program scheduling, critical path analyses, support requirements, and performs other related analyst/management activities required for successful completion of the task. Conducts impact studies, cost/benefit analyses, dependency models, and project tracking methodologies to ensure the success and efficiency of the project.

Qualifications: A Bachelor's degree and four (4) years of experience performing the foregoing functions or a High School diploma and eight (8) years of experience performing the foregoing functions.

#### **063 Project Engineer**

Manages long-term IT engineering projects. Performs engineering design evaluations and works to complete projects within budget and scheduling restraints. Develops, implements, and monitors information systems policies



and controls to ensure data accuracy, security, and regulatory compliance. Reviews reports of computer and peripheral equipment production, malfunction, and maintenance to determine and address problems.

#### **064 Project Manager**

**Functions:** Acts as overall system engineer, technical manager, and administrator for one or more delivery orders; serves as the primary interface and point of contact with the Program Manager, on technical program/project issues. Supervises program/project operations by developing system engineering and management procedures, planning and execution of the engineering and technical effort. Responsible for monitoring and reporting progress, management of acquisition and employment of the program/project resources management and control of financial and administrative aspects of the program/project with respect to delivery order requirements.

**Qualifications:** A Bachelor's degree in a technical or management field and eight (8) years of recent experience performing the foregoing system engineering functions. At least five (5) years of the total experience should consist of management and supervisory experience including the performance of functions with respect to engineering program/projects; at least two (2) years of the total experience spent as a team leader investigating large and complex problems. Demonstrates ability to make sound recommendations relevant to computing, quality control, analysis, and testing systems.

#### **065 Quality Assurance Analyst**

**Functions:** Provides technical and administrative direction for personnel performing software development tasks, including the review of work products for correctness, adherence to the design concept and to user standards, and for progress in accordance with schedules. Coordinates with the Program and/or Project Manager to ensure problem solution and user satisfaction. Makes recommendations, if needed, for approval of major systems installations. Prepares milestone status reports and deliveries/presentations on the system concept to colleagues, subordinates, and end user representatives. Provides daily supervision and direction to support staff.

**Qualifications:** Bachelors degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. This position requires a minimum of six (6) years experience, three (3) of which shall be within the last five (5) years and at least three (3) years must be specialized. Specialized experience includes: analysis and design of business applications on complex systems for large-scale computers, data base management, use or the programming languages such as ADA, Cobol, 4GL, and/or DBMS. Has knowledge of current storage and retrieval methods and demonstrated ability to formulate specifications for computer programmers to use in coding, testing, and debugging of computer programs. General experience includes increasing responsibilities in assignments of a technical nature. Proven ability to work independently or under only general direction on complex application problems involving all phases of systems analysis is required.

#### **066 Quality Assurance Manager**

**Functions:** Establishes and maintains a process for evaluating software and associated documentation. Determines the resources required for quality control. Maintains the level of quality throughout the software life cycle. Conducts formal and informal reviews at pre-determined points throughout the development life cycle.

**Qualifications:** A Bachelors degree in Computer Science, Information Systems, Engineering, Business, or other related discipline may be substituted for two (2) years experience. A minimum of eight (8) years experience, three (3) of which shall be within the last five (5) years in Configuration Management, verification and validation, software testing and integration, software metrics and their application to software quality assessment. General experience includes increasing responsibilities in quality assurance and quality control.

**067 Quality Assurance Specialist**

Provides development of project Software Quality Assurance Plan and the implementation of procedures that conforms to the requirements of the contract. Provides an independent assessment of how the project's software development process is being implemented relative to the defined process and recommends methods to optimize the organization's process.

**068 Records Management Specialist**

Functions: Receives and processes transfer requests for the storage of government records at the WNRC as well as the retrieval of government records from WNRC. The Records Management Specialist will identify individuals responsible for records management at government facility; obtain identifying information create a mailing list/tracking system; and develop a recommended mechanism for carrying out periodic updates. Reviews materials that are stored in the government facility and determines the responsible party for each document or set of documents. Upon approval of the government Task Order Representative, the Management Analyst is responsible for arranging the return of the items to the responsible party. The Records Management Specialist is knowledgeable of both existing orders (FAA Order 0000.1F: Subject Classification System and FAA Order 1350.15B: Records Organization, Transfer, and Destruction Standards) and develops a recommended plan for merging the two orders together for use in an agency-wide inventory. The Records Management Specialist will develop a recommended implementation plan to be used for an agency-wide inventory of the merged FAA Orders (0000.1F and 1350.15B) and the subsequent revision of the merged orders after the inventory. The Records Management Specialist will attend local meetings and workshops to collect information about records practices, NARA procedures, and technology when these topics are appropriate to government records functions.

Qualifications: A Bachelors degree in Library Science or Records Management substituted for four (4) years, an advanced degree in Library Science or Records Management for six (6) years. A minimum of ten (10) years of direct experience, three (3) of which shall be within the last five (5) years in records management, and working familiarity with related government policies and procedures. Education may be substituted for up to six (6) years work experience.

**069 Senior Acquisition Analyst**

Functions: Provides professional services in the areas of acquisition management and contract administration. The Senior Acquisitions Analyst acts as lead for the contractor procurement support team. Provides assistance in, and coordinates contract support for, all phases of the acquisition process. Conducts research and presents findings on contracting approaches, requirements analysis, existing contract analysis, and preparation of all pre-contract documentation, including preparation of Statements of Work (SOWs), Independent Government Cost Estimates (IGCEs), and Procurement Requests (PRs). Reviews contract documentation for compliance with government acquisition policies and regulations. Assists in the evaluation of proposals, contract negotiation and review of all contract documentation. Provides and supports budget and resource requirements. Assists in implementing and managing contract modifications reviews, interprets and identifies discrepancies in modifications. Provides contract administration support; acts as interface with the government Contracting Officer and Specialist, and technical support staff to review, mediate, and resolve contract related issues. Tracks resources and expenditures, identifies and analyzes buying trends, and monitors and evaluates deliverables and performance. Reviews and evaluates existing procedures, and assists in the development of new standard operating procedures.

Qualifications: A graduate degree in Business, Law, Communications, or related field is required. The Senior Acquisitions Analyst must have a minimum of twelve (12) years direct experience in government contracting and contract administration, five (5) of which must have been within the past eight (8) years. In addition, the Senior

Acquisitions Analyst must have demonstrated experience in government financial processes, and FAA acquisitions regulation and policy analysis, mediation and negotiation, and management of professional staff.

#### **070 Senior ADP Security Specialist**

**Functions:** Directs all ADP security procedures and issues. Conducts risks assessments, firewall determinations, and security procedures. Conducts planning, cost analysis and implementation of all aspects of ADP security. Performs resident expert functions in all InfoSec and CompuSec areas. Manages the designs, development, implementation and support of all ADP security policy, procedures, and systems.

**Qualifications:** A Bachelor's degree in Computer Science, Information Systems, Mathematics, Operations Research, Statistics, Engineering, or a related field from an accredited college or university and eight (8) years of experience performing the foregoing functions.

#### **071 Senior Application Engineer**

**Functions:** Analyzes and studies complex system requirements. Designs software tools and subsystems to support software reuse and domain analyses and manages their implementation. Manages software development and support using formal specifications, data flow diagrams, other accepted design techniques and Computer Aided Software Engineering (CASE) tools. Estimates software development costs and schedule. Reviews existing programs and assists in making refinements, reducing operating time, and improving current techniques. Supervises software configuration management.

**Qualifications:** A Bachelors degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. Position requires a minimum of eight (8) years experience managing or performing software engineering activities, of which at least five (5) years must be specialized and three (3) of which shall be within the last five (5) years. Specialized experience includes: demonstrated experience working with ADA, SQL, and third/fourth generation languages in the design and implementation of systems and using database management systems. General experience includes increasing responsibilities in software engineering activities. Knowledgeable of applicable standards and supervisory skills is required.

#### **072 Senior Computer Scientist**

**Functions:** Applies knowledge of computer science concepts and techniques to develop and apply automated solutions to engineering, scientific, or business data acquisition and management problems. Uses scientific and engineering logic to independently identify conceptual or theoretical solutions to problems of computer hardware or software design and operation. Develops alternative approaches to design, test and evaluation techniques for solving automation problems, evaluates and recommends that which will provide the optimum solution balancing specific project needs with economic constraints. Interfaces with and uses micro, mini and mainframe computer systems in addressing project objectives. Formulates architectural design, functional specification, interfaces and documentation of computer systems considering system interrelationships, operating modes, and equipment configurations. Responsible for developing project plans, justifications, guidelines, and controls.

**Qualifications:** A Bachelor of Science Degree in Computer Science, Mathematics, Statistics, or Engineering, from an accredited college or university and eight (8) years of experience performing the foregoing functions, three (3) of which shall be in the last five (5) years. Required specialized experience required includes performing as a team lead or independent project lead in the functions stated above.

#### **073 Senior Computer Specialist/Programmer**

**Functions:** Applies knowledge of computer science principles, information management principles, data processing functions, ADP hardware and software systems structures and operations, and computer programming languages and techniques to solve automation problems. Addresses scientific, engineering or business objectives by writing, modifying, or adapting computer programs in machine level, assembly, and third or fourth generation programming languages. Interfaces with and uses minicomputer and mainframe computer systems in addressing project objectives. Identifies and uses standard, unconventional and original mathematical, algorithmic, and programmatic approaches to define, plan, organize, design, develop, modify, test and integrate data base or data processing systems, computer hardware systems, and simulation models. Formulates architectural design, functional specification, interfaces and documentation of hardware or software systems considering system interrelationships, operating modes, and software or equipment configurations. Researches unconventional applications of software and operating systems in designing and developing new methodologies, signification modifications, or adaptations of standardized techniques. Responsible for developing project plans, guidelines and controls. As a result of the above functions, a Secret clearance may be required for the position.

**Qualifications:** A Bachelor's degree in Computer Science, Information Systems, Mathematics, Operations Research, Statistics, Engineering, or a related field from an accredited college or university and eight (8) recent years of experience performing the foregoing functions or a High School diploma and twelve (12) recent years of experience performing the foregoing functions. At least four (4) years of the total experience must have been in programming.

#### **074 Senior Computer Systems Analyst**

**Functions:** Provides technical and administrative direction for personnel performing software development tasks, including the review of work products for correctness, adherence to the design concept and to user standards, and for progress in accordance with schedules. Coordinates with the Project and/or Program Manager to ensure problem solution and user satisfaction. Makes recommendations if needed for approval of major system installations. Prepares milestone status reports and deliveries/presentations on the system concept to colleagues, subordinates, and end user representatives. Provides daily supervision and direction to support staff.

**Qualifications:** A Bachelors degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. This position requires a minimum of eight (8) years general experience with at least six (6) years must be specialized in computer applications, programming and data storage/retrieval. Specifically, three (3) of the last five (5) years shall include experience in the analysis and design of business applications for complex systems, large-scale computers, and database management. The individual must use programming languages such as ADA, Cobol, 4GL, and/or DBMS. The analyst shall possess knowledge of current storage and retrieval methods and the ability to formulate specifications for other computer programmers to use in coding, testing, and debugging of computer programs.

#### **075 Senior Computer Technician**

**Functions:** Applies computer techniques, principles and precedents to develop, design, modify, install, test, evaluate, or operate data processing systems for military support equipment and/or facilities. Maintains, repairs, inspects, troubleshoots or programs systems equipment or components. Reviews, analyzes, develops prepares or applies specifications, policies, standards, or procedures. Plans and performs tests and evaluations of systems equipment or components. Responsible for developing project plans, justifications, guidelines, and controls. As a result of the above functions, a Secret clearance may be required for the above position.

**Qualifications:** A Bachelor's degree in Computer Science, Information Systems, Mathematics, Operations Research, Statistics, Engineering, or a related field from an accredited college or university and eight (8) recent

years of experience performing the foregoing functions, or a High School diploma and twelve (12) recent years of experience performing the foregoing functions. At least three (3) years of experience installing, troubleshooting, and supporting microcomputers, network interface cards, and printers.

#### **076 Senior Contracts Analyst**

Functions: Provides professional services in market and trend analysis, and contract business and technical evaluation support to the FAA Acquisition Contract Management Team. Specific responsibilities shall include conducting technical reviews of government contracts and modifications, and comparisons with similar products and services, collection and evaluation of, and reporting on market surveys and trends, and analysis of alternate vehicles in terms of office automation, hardware, software, and technical support requirements. In addition, the Senior Contracts Analyst shall act coordinate activities with the government Acquisition Teams, and shall maintain the contract database, and shall analyze the advisability on entering into government contracts. The Senior Contracts Analyst shall oversee and publish a monthly newsletter, assist in maintaining the WEB site, and shall coordinate the Telecom.

Qualifications: A Masters degree in Business, Communications, or related field with a minimum of twelve (12) years experience in management and analysis of government requirements and contracts, five (5) of which must have been within the past eight (8) years, and shall have eight (8) years direct experience in market analysis and Market Surveys. The Senior Contracts Analyst shall have in-depth knowledge of FAA contract and acquisition procedures and policies.

#### **077 Senior Data Base Administrator**

Functions: Applies knowledge of computer science concepts and techniques in the design, development, installation and maintenance of relational databases to satisfy engineering, scientific, or business data acquisition and management. Develops and maintains necessary public synonyms, data base links, and user access controls. Provides database tuning and monitoring to insure effective and efficient data access to include comparison of performance ratios, tuning of memory configuration, disk I/O, and application software, design and maintenance of the physical layout of the databases and calculating disk space requirements for database tables and indexes. Responsible for developing project plans, justifications, guidelines, and controls. As a result of the above functions, a Secret clearance may be required for the position.

Qualifications: A Bachelor of Science Degree in Computer Science, Mathematics, Statistics, or Engineering, from an accredited college or university and eight (8) years of experience performing the foregoing functions. At least four (4) years of the total experience must have been in programming data base systems.

#### **078 Senior Data Base Manager**

Functions: Manages high-level databases. Directs the entire software development process, from the establishment and definition of requirements to implementation, acceptance, and maintenance. Participates in the design and development of database management systems (DBMS) at the highest level, and in defining system and subsystems. Provides leadership in problem solving, implementation practices, and selection of DBMS theory. Manages the software development process based on cost and personnel factors. Provides technical guidance to systems and applications programmers. Directs and participates in the conceptual system design and specification. Ensures that software design promotes modularity and portability is reliable, serviceable, and maintainable has demonstrable accuracy, privacy, and security, and is sufficient within the parameters of the system. Assists in reviewing computer database information software support systems and data requirements, as well as communication and response needs, and recommends operating systems and languages to support them. Develops test plans and test data for

operating systems and support software. Assists with the design and documentation of data requirements, system test and implementation plans, and system demonstrations.

Qualifications: A Bachelor's Degree in Computer Sciences, Systems Analysis, Information Management, Software Engineering, Statistics, or Mathematics, and a minimum of ten (10) years of direct experience, three (3) of which shall be within the last five (5) years in database management, development and systems analysis, including all of the areas outlined above. Must have demonstrated program, deliverables and staff management experience.

#### **079 Senior Electronic Publishing Specialist**

Functions: Performs high-level electronic publishing. Prepares style sheets, operates software programs such as the GPO electronic publishing system and desktop software programs, such as WORD for Windows, Pagemaker, and Ventura. Keys in and verifies a wide variety of administrative and technical data, performs system backups, and prepares draft and final publications. Provides training and technical assistance to users on document layout, styles, fonts, software/hardware operation procedures, and producing draft and final publications of administrative and technical documents. Maintains work area to include filing and storage of disk and hard copy files periodic maintenance of desktop publishing equipment, including laser printers responds to telephone and in-person inquiries from users or potential users prepares periodic or special reports on desktop operations by obtaining information records and files and may take part in informal demonstrations of electronic publishing capabilities.

Qualifications: A Bachelors degree in Computer Sciences, Graphic Design, English (writing/editing/publishing), Business Management, or other related subjects be substituted for two (2) years of experience. A minimum of eight (8) years of direct experience, three (3) of which shall be within the last five (5) years in document design and publishing, including all of the areas outlined above. Must have demonstrated experience in managing schedules and deliverables, and extensive knowledge of Pagemaker, Ventura, Adobe, and other desktop publishing programs.

#### **080 Senior Financial Analyst**

Functions: Serves as a leader ensuring that a group of analysts are working in concert to systematically integrate business, cost estimating and financial management processes to ensure the efficient stewardship of public funds. Responsible for formulating strategic financial plans, preparing cost estimates and correlation of financial requirements into executable budgets. Responsible for assessment of products and or procedures for compliance with government standards, accounting principles, internal controls, and multi-tiered system application standards. Manages completion of work within the time frame specified by the government ensuring that all requirements are met. Prepares milestone status reports and presentations for colleagues, subordinates, and end user representatives.

Qualifications: A Bachelors degree with eight (8) years of financial management experience, including at least five (5) years of increasing responsibilities as a team leader or first level supervisor. Experienced in financial management with demonstrated ability to supervise or lead a team of financial analysts is required. Possesses a thorough knowledge of Federal financial and accounting policies and systems requirements. Must be able to grasp interrelationships between financial management requirements and automated solutions, considering the current system environment and the potential integration of added systems. Must demonstrate knowledge of activity based costing, business case analysis and outsourcing requirements. Must demonstrate experience in working with multi-year/no-year appropriations and differing appropriations (e.g., O&M and Procurement).

#### **081 Senior Information Engineer (IE)**

Functions: Mentors government task leaders and acts as project manager directing the efforts of other IE categories. Has full life-cycle experience and expertise in all areas of the IE Methodology. Performs instruction in information engineering and engineering process reengineering, and hands-on training in the use of Computer Aided Software

Engineering (CASE) tools. Plans and manages projects schedules, directs the work of other contractors, provides quality assurance reviews, and provides consulting services during the planning, analysis, and design phases of information engineering. Facilitates the governments' workshops, Joint Requirement Planning (JRP) sessions, Joint Application Development (JAD) sessions, and Rapid Application Development (RAD) sessions. Responsibilities will include preparation and presentation of government briefings to the senior leadership.

Qualifications: A Bachelors degree in Software Engineering with a minimum of (ten) 10 years of demonstrated experience, three (3) of which shall be within the last five (5) years in Software engineering and program management all of the areas outlined above.

#### **082 Senior INFOSEC/IA Analyst**

Functions: Provide security architecture, policy and design guidance for business systems and networks. Individual may also provide Information Security Certification and Accreditation Support for applications, systems and networks in accordance with appropriate customer policies and processes.

Qualifications: Masters degree in a technical field (Computer Science, MIS, Engineering) required. Fifteen (15) plus years' experience may be substituted for degree. DOD Information Assurance Certification/Training a plus. Ten (10) years of demonstrated analytical skills - the ability to translate security policy statements into an understanding of security tool implementation. Understanding of FIPs compliance issues and familiarity with the DOD Public Key Infrastructure required.

#### **083 Senior Management Analyst**

Functions: Oversees assignments, including those employing novel approaches to conducting high-level studies and resolving complex management problems. Individually, or with assistants, develops, analyzes, evaluates, and advises on methods and techniques to improve organizational work processes, procedures, resources, management controls, information systems, documentation, and similar management functions. Conducts management and organizational studies involving analysis of broad programs, functions, and organizations of government agencies at multiple locations and including controversial relationships. Based upon study findings, develops detailed recommendations on methods, procedures to apply, alternative ways to organize efficiently and generate staffing and dollar savings. Develops project plans and determines resource needs and allocates them. Determines information needed to perform in-depth analysis. Devises methods for securing the required information and develops survey data sources, on-site investigations, discussions with managers or specialist at the work site. Identifies problems and develops recommendations. Participates in procurement process, and conducts or coordinates related training. Coordinates actions with government and corporate headquarters staff. Keeps government program authorities, and management aware of status, problems, and solutions.

Qualifications: A Bachelors degree with twelve (12) years of direct experience, three (3) of which shall be within the last five (5) years in management of government business and technical operations, including all of the areas outlined above. Must have demonstrated program, deliverables and staff management experience. An advanced degree in Business Management, Systems Analysis, MIS, Law, Economics, Human Resources or other related field may be substituted for three years experience.

#### **084 Senior Network Engineer**

Functions: Performs a variety of network engineering tasks, either independently or under supervision, which are broad in nature and are concerned with the design and implementation of integrated networks, including personnel, hardware, software, and support facilities and/or equipment. The Senior Network Engineer is responsible for major technical/engineering projects of higher complexity and importance than those normally assigned to lower level

engineers. This person plans and performs network-engineering research, design development, and other assignments in conformance with network design, engineering and customer specifications. Supervises team of Network Engineers through project completion.

Qualifications: Bachelor's Degree or equivalent and eight (8) years of general experience. Experienced in coordinating the activities of Network Engineers and Network Technicians assigned to specific network engineering projects and has supervised teams through project completion. Six (6) years of general experience is considered equivalent to a Bachelor's Degree. With a Master's Degree, four (4) years of general experience is required. With a PhD, two (2) years of general experience is required.

#### **085 Senior Network Installation Technician**

Functions: Organizes and directs network installations and site surveys. Assesses and documents current site network configuration and user requirements. Designs and optimizes network topologies. Follows engineering plans and site installation Technical Design Packages. Develops installation schedules. Works with network installation team. Assists in the preparation of drawing and documenting configuration changes at each site. Assesses and documents current site network configuration and user requirements. Designs and optimizes network topologies. Directs and leads preparation of engineering plans and site installation Technical Design Packages. Prepares site installation and test reports. Manages network installation technical team.

Qualifications: With a Bachelor's degree, three (3) years of general experience. High School Diploma or equivalent and five (5) years of general experience. Experienced in developing installation schedules, mobilizing network installation teams, and directing and leading efforts. Experienced in preparing site installation and test reports, and coordinating post-installation operations and maintenance support.

#### **086 Senior Network Specialist**

Functions: Designs, evaluates, formulates the acquisition of, installs, and provides overall support for LANs and WANs. Performs project planning, cost analysis and all aspects of large-scale projects. Designs, tests, and implements large scale LAN and WAN networks.

Qualifications: A Bachelor's degree in Computer Science, Information Systems, Mathematics, Operations Research, Statistics, Engineering, or a related field from an accredited college or university and eight (8) years of experience performing the foregoing functions, or a High School diploma and twelve years of experience performing the foregoing functions.

#### **087 Senior Software Architect**

Functions: Establishes system information requirements using analysis of the information engineers in the development of enterprise-wide or large-scale information systems. Designs architecture to include the software, hardware, and communications to support the total requirements as well as provide for present and future cross-functional requirements and interfaces. Ensures these systems are compatible and in compliance with the standards for open systems architectures, the Open Systems Interconnection (OSI) and International Standards Organization (ISO) reference models, and profiles of standards - such as Institute of Electrical and Electronic Engineers (IEEE) Open Systems Environment (OSE) reference model - as they apply to the implementation and specification of Information Management solution of the application platform, across the application program interface (API), and the external environment/software application. Ensures that the common operating environment is TAFIM compliant. Evaluates analytically and systematically problems of work flows, organization, and planning and develops appropriate corrective action. Provides daily supervision and direction to staff.



Qualifications: A Bachelor's Degree in Computer Science, Information Systems, Engineering, or other related discipline. The Senior Systems Architect must have a minimum of ten (10) years experience with three (3) of the last five (5) years in supervision of system architects, use of structured analysis, design methodologies and design tools (such as IDEFIX, entity relationship diagrams), and other design techniques. Must have experience with object-oriented principles, and the logical and physical functional, operational, and technical architecture of large and complex information systems. An advanced degree in Computer Science, Information Systems, Engineering, or other related discipline may be substituted for two years of experience.

#### **088 Senior Systems Analyst**

Functions: Applies logical analyses or test and evaluation on all programs within the contractual scope. Performs comprehensive analyses of hardware/software concepts, designs and test requirements. Reviews, analyzes, integrates and conducts test and evaluation of contractor or Government generated source data and develops interim documentation. Performs system concept formulation, system design analysis and subsystems design analysis. Responsible for developing project plans, guidelines and controls. As a result of the above functions, a Secret clearance may be required for the position.

Qualifications: A Bachelor's degree in Computer Science, Information Systems, Mathematics, Operations Research, Statistics, Engineering, or a related field from an accredited college or university and eight (8) years of experience performing the foregoing functions or a High School diploma and twelve (12) years of experience performing the foregoing functions.

#### **089 Senior Systems Architect**

Functions: Serves as the computer scientist and expert responsible for providing technical leadership and direction in supporting the application of sound software engineering concepts and practices to the acquisition of government embedded, real-time systems and information processing systems. The Senior Systems Architect advises, participates and supports projects and teams in the technical analysis of large complex mission critical systems in defining systems and software architecture within the National Airspace System (NAS). The Senior System Architect uses experience and knowledge in object oriented technology, COTS/NDI, software engineering tools and techniques to assist the FAA to develop agency guidance for FAA projects in testing and evaluation, software aspects of certification, and other software engineering subjects as well as rendering direct software assistance to FAA projects.

Qualifications: A Bachelor's Degree in Engineering, Computer Science, Math, and Physics or in an appropriate discipline. The Senior System Architect must have a minimum of eight (8) years of experience three (3) of which shall be within the last five (5) years using object oriented technology, or COTS/NDI, and using software engineering tools and techniques in the design, development and support of large complex mission critical in areas such as: testing and evaluation, software aspects of certification, and other software engineering subjects as well as rendering direct software assistance to FAA projects. An advanced degree will account for two (2) years of experience.

#### **090 Senior Systems Engineer**

Functions: Applies systems engineering principles to investigate, analyze, plan, design, develop, implement, test, or evaluate military weapon systems; review and prepare system engineering and technical analyses, reports, change proposals, and other technical documentation. Applies system engineering experience to perform functions such as system integration, configuration management, quality assurance testing, or acquisition and resource management. Analyzes, designs, develops, implements, tests, or evaluates automated data processing software related to

engineering or functional requirements of military weapons systems, associated support systems, or management information systems.

Qualifications: A Bachelor's degree in Engineering, Computer Science, Math or Physics and eight (8) years of experience performing the foregoing systems engineering functions.

#### **091 Senior Technical Writer/Editor**

Functions: Develops, drafts, revises, and edits reports, articles, manuals, specifications, presentation materials, and other technical documents, using rough outlines and materials. Interprets information obtained through research and provided by technical specialists. Applies knowledge of documentation content and format standards to prepare, edit, and publish technical materials.

Qualifications: A Bachelor's degree in English or Journalism and at least five (5) years of experience performing the foregoing technical writing/editing functions. At least two (2) years of the individual's foregoing total experience must have consisted of performing technical writing/editing functions with respect to data collection, data reduction, engineering analysis, mathematics, or digital systems.

#### **092 Senior Trainer**

Functions: Identifies, develops, implements, and conducts training and instruction of technical-based subject matter related to computer hardware/software, communications, local and wide area networking, Internet, video, imaging, business processes, Government regulations, procurement/acquisition, strategic planning, etc., as required for a particular situation. Designs, develops, prepares and refines training curriculum and course materials for various classroom and other instructional environments.

Qualifications: Bachelor's Degree or equivalent with a minimum of four (4) years of general experience. Experienced in supervision of Training Specialists in the instruction of individual trainees as well as whole classes of students in a variety of technical-based subject matter. Is intimately knowledgeable in the subject matters for which he/she is developing curriculum. Possesses skills and knowledge in computer-based and multimedia training environments. Six (6) years of general experience is considered equivalent to a Bachelor's Degree. With a Master's Degree, four (4) years of general experience is required. With a PhD, two (2) years of general experience is required.

#### **093 Senior Training Specialist**

Functions: The Training Specialist conducts the research necessary to develop and revise training courses and prepares appropriate training catalogs. Develops all instructor materials (course outline, background material, and training aids). Develops all student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshops, seminars, and/or computer based/computer aided training. Provides daily supervision and direction to staff.

Qualifications: Bachelors degree and a minimum of eight (8) years, three (3) of which shall be within the last five (5) years specialized experience in developing and providing technical and end-user training on computer hardware and application software. Demonstrates ability to communicate effectively orally and in writing.

#### **094 Senior Web Designer**

Functions: Designs, develops, troubleshoots, debugs, and implements software code (such as HTML, CGI, and Javascript) for components of the website in support of Information Technology (IT) projects. Works with graphic designers and other members of a project team to develop the site concept, interface design, and architecture of the

website. Responsible for interface implementation. Requires strong navigation and site design instincts. Knowledgeable in web development methodology to include CM and testing. Typically requires a college degree in computer science or a related field, and developmental experience in web-based languages.

Qualifications: Bachelor's Degree from an accredited college or university in computer science, mathematics, or engineering or a mathematics-intensive discipline, or an applicable training certificate from an accredited institution with two (2) years of experience in a computer related field including development and design of software systems and WEB development.

Five (5) years of experience may be substituted for a degree.

#### **095 Senior Computer Software Systems Specialist**

Functions: Must be knowledgeable in implementing computer systems in a phased approach of requirements analysis and conceptual design, site survey, system design review, critical design review, installation, integration, and testing. Must be knowledgeable in performing requirements analysis for a wide range of users in areas of office automation and finance and accounting. Must be able to present system designs for user approval at formal reviews. Must be capable of performing configuration management, integrating software, interpreting software test results, and recommending solutions for unsatisfactory test results. Must be knowledgeable in life-cycle support, including maintenance, administration, and management. Must be able to provide solutions to identified software problem reports.

Qualifications: A Bachelors degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. Must have eight (8) years of progressive working experience as a computer specialist or a computer systems analyst. At least five (5) years of experience as a computer systems analyst.

#### **096 Senior Financial Systems Analyst**

Functions: Manages a team of analysts in optimizing and automating complex business practices given deadlines and milestones specified by the government. Directs the gathering of user requirements and translation into workable automated solutions. Assesses products and procedures for compliance with government standards, accounting principles, internal controls, and multi-tiered system application standards. Leads all stages of a project's life cycle, including the creation and monitoring of schedules, requirements documentation, systems design and specifications, and project status reporting.

Qualifications: A Bachelors degree or related experience with eight (8) years of combined financial management and systems engineering experience. Experience in Financial Management/Accounting for the Federal Government. Possess a thorough knowledge of Federal financial and accounting systems and current technological environments such as the Internet, Client/Server, and Object Oriented related systems. Must demonstrate an in-depth knowledge of database architectures, object oriented design, and systems implementation.

#### **097 Senior Program/Business Manager**

Functions: Responsible for business and financial, programmatic and administrative aspects of project performance (i.e., contractual, administrative, deliverables management, program performance metrics and financial management). Manages and supervises personnel involved in relevant areas of project activity. Supports the program and program manager in the program/project organization and metrics gathering and analysis. Shares responsibility for program financial and business management with Program Manager. In conjunction with the Program Manager, establishes and maintains technical and financial reports in order to show progress to Program Manager, and government program authorities (i.e., management and clients). Maintains client contact to ensure

conformity to all contractual obligations. In conjunction with the program manager, supports the development, maintenance, and implementation of work order management plans; a document that guides the performance of all functional activities performed on the individual work orders. Monitors and reports on program progress relative to program plans, (i.e., planned vs. actual), with respect to programmatic and financial baselines.

Qualifications: A Bachelors degree or demonstrated program experience in Accounting, Program Management, Information Systems, Electronic Publishing, Communications or related field. The Senior Program/Business Manager must have a minimum of ten (10) years of successful program/business management experience, three (3) of which shall be within the last five (5) years, on large government technical contracts.

#### **098 Strategic Planner**

Provides strategic planning of large projects or a significant segment of a strategic planning portion of a large complex project. Provides the overall approach to clarify mission statements so they can be used as springboards in envisioning their desired future. Assists in developing mission and vision statements, subsequent goal delineation, provides guidance for building operational plans and specifying measurable outcomes to include capital outlay planning efforts in a consolidated strategic planning process and prioritizes those initiatives.

#### **099 System Administrator**

Functions: Supervises and manages the daily activities of configuration and operation of business systems, which may be mainframe, mini, or client/server based. Optimizes system operation and resource utilization, and performs system capacity analysis and planning. Provides assistance to users in accessing and using business systems.

Qualifications: A Bachelors degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. Must have a minimum of four (4) years experience, three (3) of which shall be within the last five (5) years in administrating UNIX or open systems-compliant systems, and on a large-scale computer system or a multi-server local area network.

#### **100 System Operator**

Functions: Monitors and supports computer processing. Coordinates input, output, and file media. Distributes output and controls computer operation, which may be mainframe, mini, or client/server based.

Qualifications: An Associate Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. A minimum of three (3) years experience, three (3) of which shall be within the last five (5) years in operating a large-scale computer system or a multi-server local area network. Must demonstrate sufficient knowledge of programming to understand how programs use computer hardware.

#### **101 Systems Analyst**

Functions: Applies logical analyses or test and evaluation on all programs within the contractual scope. Performs comprehensive analyses of hardware/software concepts, designs and test requirements. Reviews, analyzes, integrates and conducts test and evaluation of contractor or Government generated source data and develops interim documentation. Performs system concept formulation, system design analysis and subsystems design analysis. Responsible for segments or phases of broader, more complex projects. As a result of the above functions, a Secret clearance may be required for the position.

Qualifications: A Bachelor's degree in Computer Science, Information Systems, Mathematics, Operations Research, Statistics, Engineering, or a related field from an accredited college or university and four (4) years of

experience performing the foregoing functions or a High School diploma and ten (10) years of experience performing the foregoing functions.

#### **102 Systems Analysis and Programming Director**

Develops software within an organization. Directs the software engineering function in developing, releasing, and maintaining software applications/operating systems according to business needs.

#### **103 Systems Engineer**

Functions: Applies systems engineering principles to investigate, analyze, plan, design, develop, implement, test, or evaluate military weapon systems: review and prepare system engineering and technical analyses, reports, change proposals, and other technical documentation. Applies system engineering experience to perform functions such as system integration, configuration management, quality assurance testing, or acquisition and resource management. Analyzes, designs, develops, implements, tests, or evaluates automated data processing software related to engineering or functional requirements of military weapons systems, associated support systems, or management information systems.

Qualifications: A Bachelor's degree in Engineering, Computer Science, Math, or Physics and four (4) years of experience performing the foregoing systems engineering functions.

#### **104 Telecommunications Technology Project Manager**

Functions: Provides high-level knowledge of telecommunications networks and/or technologies and integrates this information with knowledge of project management methodologies to organize and direct resources and deliver telecommunications products and services, such as consulting and research, for government applications. Serves as point of contact for details regarding project progress. Works with Program Manager, or directly with Contract Officer/Contract Officer's Technical Representative, to identify and address changes in project scope, schedule, and budget.

Qualifications: A Bachelor's degree and (6) years Project Management experience is required. Experienced in managing resources, scheduling, and allocation of funding in order to deliver contracted products and services on time. Has managed the planning, execution, and delivery phases of complex telecommunications projects within the constraints of contract terms and conditions and government procurement regulations. Capable of developing proposals for new work and changes to existing work while providing advice on matters of project problem resolution issues. A Master's Degree and five (5) years Project management experience with at least one (1) year managing government projects is acceptable. With a PhD, three (3) year of general experience is required.

#### **105 Test Engineer**

Subject matter specialist providing testing know-how in for the support of user requirements of complex to highly complex software/hardware applications. Directs and/or participates in all phases of risk management assessments and software/hardware development with emphasis on analysis of user requirements, test design and test tools selection.

#### **106 Training Specialist**

Functions: Conducts the research necessary to develop and revise training courses.

Develops and revises these courses and prepares appropriate training catalogs. Prepares instructor materials (course outline, background material, and training aids). Prepares student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshops and seminars.

Qualifications: Bachelor's Degree or equivalent with a minimum of four (4) years of general experience. Four (4) years of general experience is considered equivalent to a Bachelor's Degree.

**Special Item Number: 132-51 Information Technology Professional Services**

<b>Item</b>	<b>Labor Category</b>	<b>Rate</b>
1	ADP Security Specialist	\$97.55
2	Application Engineer	\$94.19
3	Applications Engineer	\$96.95
4	Applications Systems Analyst/ Programmer – Senior	\$146.13
5	Business Process Consultant	\$94.37
6	Chief Information Security Officer	\$194.42
7	Communications Network Manager	\$213.60
8	Computer Scientist	\$37.41
9	Computer Security System Specialist	\$84.46
10	Computer Specialist/Programmer	\$107.65
11	Computer Telephony Integration Engineer I	\$35.45
12	Computer Telephony Integration Engineer II	\$78.17
13	Computer Telephony Integration Eng. III	\$40.94
14	Consultant	\$105.31
15	Contract Admin. Assistant	\$110.57
16	Contract Analyst	\$89.38
17	Cost Analyst	\$86.60
18	Data Architect	\$106.99
19	Data Base Administrator	\$132.91
20	Data Base Management Spec.	\$240.54
21	Data Configuration Management Specialist	\$55.98
22	Electronic Publishing Specialist	\$85.22
23	Engineer I	\$80.91
24	Engineer II	\$220.49
25	Engineer III	\$92.44
26	Engineer Subject Matter Specialist	\$98.72
27	ERP Business/Architectural Specialist	\$185.41
28	Financial Analyst	\$38.97
29	Financial Manager	\$54.28
30	Geographic Info. System Analyst	\$47.07
31	Help Desk Manager	\$62.88
32	Help Desk Specialist	\$67.48
33	Information Assurance Engineer	\$79.15
34	Information Engineer I	\$102.15

35	Information Engineer II	\$125.65
36	Intermediate INFOSEC/IA Analyst	\$169.10
37	Internet/Intranet Specialist I	\$207.98
38	Internet/Intranet Specialist II	\$90.05
39	Internet/Intranet Specialist III	\$122.34
40	Internet/Intranet Web Site Developer	\$94.56
41	IT Subject Matter Specialist	\$57.67
42	Junior INFOSEC/IA Analyst	\$54.93
43	Junior Computer Specialist/Programmer	\$63.62
44	Junior Data Base Administrator	\$90.03
45	Junior Systems Analyst	\$65.45
46	LAN Administrator - Senior	\$185.41
47	LAN/WAN/MAN Administrator	\$84.18
48	Lead Business Analyst	\$100.73
49	Lead Information Engineer	\$116.93
50	Network Administrator	\$76.16
51	Network Engineer	\$96.65
52	Network Engineer - Senior	\$116.21
53	Network Management Engineer I	\$94.62
54	Network Management Engineer II	\$213.60
55	Network Management Engineer III	\$88.05
56	Network Security Integration Specialist	\$67.89
57	Network Specialist	\$73.05
58	Procurement Specialist	\$74.72
59	Program Manager	\$140.37
60	Project Administrator I	\$158.80
61	Project Administrator II	\$107.17
62	Project Analyst	\$122.68
63	Project Engineer	\$83.44
64	Project Manager	\$66.30
65	Quality Assurance Analyst	\$98.84
66	Quality Assurance Manager	\$140.77
67	Quality Assurance Specialist	\$65.56
68	Records Management Specialist	\$94.23
69	Senior Acquisition Analyst	\$117.11
70	Senior ADP Security Specialist	\$145.34
71	Senior Application Engineer	\$111.07



72	Senior Computer Scientist	\$87.14
73	Senior Computer Specialist/Programmer	\$86.15
74	Senior Computer Systems Analyst	\$104.58
75	Senior Computer Technician	\$58.02
76	Senior Contracts Analyst	\$68.32
77	Senior Data Base Administrator	\$79.92
78	Senior Data Base Manager	\$83.49
79	Senior Electronic Publishing Specialist	\$208.24
80	Senior Financial Analyst	\$132.77
81	Senior Information Engineer	\$90.87
82	Senior INFOSEC/IA Analyst	\$111.62
83	Senior Management Analyst	\$147.68
84	Senior Network Engineer	\$76.67
85	Senior Network Installation Tech.	\$119.73
86	Senior Network Specialist	\$118.16
87	Senior Software Architect	\$119.72
88	Senior Systems Analyst	\$130.52
89	Senior Systems Architect	\$113.76
90	Senior Systems Engineer	\$118.88
91	Senior Technical Writer/Editor	\$95.38
92	Senior Trainer	\$112.66
93	Senior Training Specialist	\$115.76
94	Senior Web Designer	\$127.43
95	Sr. Computer Software Systems Sp.	\$84.95
96	Sr. Financial Systems Analyst	\$109.96
97	Sr. Program/Business Manager	\$142.36
98	Strategic Planner	\$149.85
99	System Administrator	\$142.80
100	System Operator	\$122.20
101	Systems Analyst	\$81.01
102	Systems Analysis and Programming Director	\$107.69
103	Systems Engineer	\$143.12
104	Telecommunications Technology	\$121.11
105	Test Engineer	\$151.51
106	Training Specialist	\$121.12

## ORDERING INFORMATION

Maximum Order: \$500,000 per order for 132-51. The geographic scope of the contract is the 48 Contiguous United States and the District of Columbia.

Statistical Data for Government Ordering Office Completion of Standard Form 279:

GSA Schedule Number: GS-35F-0326L

Block9: G. Order/Modification Under Federal Schedule

Block 16: Data Universal Numbering System (DUNS) Number: 62-648-2061

Block 30: Type of Contractor: A. Small Disadvantaged Business

Block 31: Woman-Owned Small Business: No

Block 36: FASTech's Taxpayer Identification Number (TIN): 52-1795408

CAGE Code: 083L1

FASTech GSA PROGRAM MANAGER

Chae Chong – [cchong@fastechinc.com](mailto:cchong@fastechinc.com)

## **USA COMMITMENT TO PROMOTE SMALL BUSINESS PARTICIPATION PROCUREMENT PROGRAMS**

### **PREAMBLE**

FASTech, Inc., provides commercial products and services to ordering activities. We are committed to promoting participation of small, small disadvantaged and women-owned small businesses in our contracts. We pledge to provide opportunities to the small business community through reselling opportunities, mentor-protégé programs, joint ventures, teaming arrangements, and subcontracting.

### **COMMITMENT**

To actively seek and partner with small businesses.

To identify, qualify, mentor and develop small, small disadvantaged and women-owned small businesses by purchasing from these businesses whenever practical.

To develop and promote company policy initiatives that demonstrate our support for awarding contracts and subcontracts to small business concerns.

To undertake significant efforts to determine the potential of small, small disadvantaged and women-owned small business to supply products and services to our company.

To insure procurement opportunities are designed to permit the maximum possible participation of small, small disadvantaged, and women-owned small businesses.

To attend business opportunity workshops, minority business enterprise seminars, trade fairs, procurement conferences, etc., to identify and increase small businesses with whom to partner.

To publicize in our marketing publications our interest in meeting small businesses that may be interested in subcontracting opportunities.

We signify our commitment to work in partnership with small, small disadvantaged and women-owned small businesses to promote and increase their participation in ordering activity contracts. To accelerate potential opportunities please contact **Chae Chong, 301-931-2001 x377, [cchong@fastechinc.com](mailto:cchong@fastechinc.com)**.

**BEST VALUE  
BLANKET PURCHASE AGREEMENT  
FEDERAL SUPPLY SCHEDULE**

(Insert Customer Name)

In the spirit of the Federal Acquisition Streamlining Act (ordering activity) and (Contractor) enter into a cooperative agreement to further reduce the administrative costs of acquiring commercial items from the General Services Administration (GSA) Federal Supply Schedule Contract(s) GS-35F-0664S.

Federal Supply Schedule contract BPAs eliminate contracting and open market costs such as: search for sources; the development of technical documents, solicitations and the evaluation of offers. Teaming Arrangements are permitted with Federal Supply Schedule Contractors in accordance with Federal Acquisition Regulation (FAR) 9.6.

This BPA will further decrease costs, reduce paperwork, and save time by eliminating the need for repetitive, individual purchases from the schedule contract. The end result is to create a purchasing mechanism for the ordering activity that works better and costs less.

Signatures

\_\_\_\_\_  
Ordering Activity      Date

\_\_\_\_\_  
Contractor      Date

BPA NUMBER\_\_\_\_\_

**(CUSTOMER NAME)**  
**BLANKET PURCHASE AGREEMENT**

Pursuant to GSA Federal Supply Schedule Contract Number(s) \_\_\_\_\_, Blanket Purchase Agreements, the Contractor agrees to the following terms of a Blanket Purchase Agreement (BPA) EXCLUSIVELY WITH (ordering activity):

- (1) The following contract items can be ordered under this BPA. All orders placed against this BPA are subject to the terms and conditions of the contract, except as noted below:

MODEL NUMBER/PART NUMBER	*SPECIAL BPA DISCOUNT/PRICE
_____	_____
_____	_____
_____	_____

- (2) Delivery:

DESTINATION	DELIVERY SCHEDULES / DATES
_____	_____
_____	_____
_____	_____

- (3) The ordering activity estimates, but does not guarantee, that the volume of purchases through this agreement will be \_\_\_\_\_.

- (4) This BPA does not obligate any funds.

- (5) This BPA expires on \_\_\_\_\_ or at the end of the contract period, whichever is earlier.

- (6) The following office(s) is hereby authorized to place orders under this BPA:

OFFICE	POINT OF CONTACT
_____	_____
_____	_____
_____	_____

- (7) Orders will be placed against this BPA via Electronic Data Interchange (EDI), FAX, or paper.

- (8) Unless otherwise agreed to, all deliveries under this BPA must be accompanied by delivery tickets or sales slips that must contain the following information as a minimum:

- (a) Name of Contractor;
- (b) Contract Number;
- (c) BPA Number;
- (d) Model Number or National Stock Number (NSN);
- (e) Purchase Order Number;

(f) Date of Purchase;

(g) Quantity, Unit Price, and Extension of Each Item (unit prices and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and

(h) Date of Shipment.

(9) The requirements of a proper invoice are specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against this BPA.

(10) The terms and conditions included in this BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.

## **BASIC GUIDELINES FOR USING “CONTRACTOR TEAM ARRANGEMENTS”**

Federal Supply Schedule Contractors may use “Contractor Team Arrangements” (see FAR 9.6) to provide solutions when responding to a ordering activity requirements.

These Team Arrangements can be included under a Blanket Purchase Agreement (BPA). BPAs are permitted under all Federal Supply Schedule contracts.

Orders under a Team Arrangement are subject to terms and conditions or the Federal Supply Schedule Contract.

Participation in a Team Arrangement is limited to Federal Supply Schedule Contractors.

Customers should refer to FAR 9.6 for specific details on Team Arrangements.

Here is a general outline on how it works:

- The customer identifies their requirements.
- Federal Supply Schedule Contractors may individually meet the customers needs, or -
- Federal Supply Schedule Contractors may individually submit a Schedules “Team Solution” to meet the customer’s requirement.
- Customers make a best value selection.